



Washington State
**DEPARTMENT OF
ENTERPRISE SERVICES**



Division of Buildings & Grounds

Snow and Ice Removal Plan 2024-2025

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Purpose Statement

The Department of Enterprise Services (DES), Buildings & Grounds (B&G) Snow and Ice Removal Plan (the plan) is designed to give an overview of the operating procedures to be followed during snow or ice conditions on the Capitol Campus (Olympia).

The plan documents B&G operational methods to provide safety for public and state employees during extreme winter weather conditions. The plan will be executed whenever the potential for, or accumulation of, snow or ice challenges the capabilities of the safety of the public or state employees doing business on the Capitol Campus or in buildings owned by the DES in Thurston County. B&G will make every effort to maintain traffic flow on and off the Capitol Campus as near to normal driving conditions as possible.

There are several goals for the Snow and Ice Removal Plan:

- Make every effort to keep the Capitol Campus and surrounding locations safe during inclement weather conditions.
- Provide accessible guidelines and procedures for internal and external customers.
- Provide reasonable driving conditions during adverse inclement weather conditions.
- Reduce interruption of state business on and off the Capitol Campus.
- Maintain clear and safe access to state buildings.
- Winterize equipment and water lines to avoid damage and costly repairs.

The plan does not address all situations, and in some cases, DES may alter procedures to ensure safe operations of the Capitol Campus (Olympia).

Annual Plan Update Procedure

Annually Buildings & Grounds will convene a group of Capitol Campus stakeholders in a roundtable event to share best practices learned over the last year in snow and ice mitigation.

Pertinent takeaways from the roundtable will be incorporated into this plan and the following list of action items will be addressed by the first of December for submission to the DES safety manager for inclusion in the agency's Continuity of Operations Plan (COOP),

Item	Assigned To	Due Date	Completion Date
Conduct DES Snow/Ice Roundtable	Emergency Preparedness Manager	10/20	9/17/24
Schedule ICP team training	Deputy Assistant Director or Designee(s)	10/25	
Schedule Snow Removal Training – Use F6156 for Campus Open Lots	Grounds Manager	11-01	
Update Plan after Roundtable	Deputy Assistant Director or designee(s)	11-24	11/13
Review and Update Snow and Ice Plan Sections	B&G Administrative Support	11-24	11/13-27

Collaboration Contact List	B&G Administrative Support		
Heavy Equipment Rental Contract	B&G Contracts	11-24	11/22
Generator Narrative & Inventory	M&R Superintendent	11-24	11/26
Communication Narratives	DES Communications	11-24	10/23
Maps and Attachments	B&G Administrative Support		11/26
Personnel Resource List	B&G Administrative Support	11-24	11/27
Review MyPortal Emergency Contacts	All B&G Employees	11/24	
Vehicle First Aid & Emergency Kits Updated	Employees assigned to vehicles	11/24	
Create Annual Inclement Weather Work Order	B&G Work Management Center	11-24	11/19
Order Ice Melt	East Campus Grounds Lead	11-24	Have plenty
Order Sand	West Campus Grounds Lead	11-24	Have plenty
Order Tools/Supplies	Grounds Mechanic	11-24	
Ensure Entire Plan is completed and Sent to B&G Leadership for Review	M&R Superintendent	12-01	
Send Final Plan to DES Emergency and Safety Manager for Inclusion in COOP and Post Plan to B&G Share Drive	Deputy Assistant Director	12-15	

Dispatch Procedures

State employees, citizens, and other customers can call (360) 725-0000. The calls route to the B&G Work Management Center (WMC) during regular business hours. After hours and on the weekends the phones will be answered by the Powerhouse team.

WMC will facilitate the creation of an annual inclement weather work order number for all snow/ice mitigation labor and materials, including equipment rentals and training (Grounds Manager and procurement and supply team).

Emergency Information

B&G employees are essential workers and will report for shiftwork according to the [Resource List](#) provided in this plan. If a ride is needed to get to work, inform your supervisor and then contact [Bob, Craig or Deb](#) directly, or dial work management at 360-407-0000 and leave a message requesting a ride and time needed.

Employee Inclement weather information: Call 833-313-2403, the DES Inclement Weather and Emergency Notification Staff Hotline, to learn about operational conditions at DES Agency locations.

Campus Urgent/Emergent: CSVS Security Operations Center (SOC) should be notified of emergent events on the Capitol Campus.

360-407-9111, Security Operations Center (SOC)

360-968-0792, SOC Cell

360-791-1919, SOC Supervisor Cody

360-596-4550, WSP Non-Emergency (Press option 4 for state patrol dispatch and wildlife emergency.)

Injury and Life-Threatening Emergency: Call (9) 9-1-1 in an emergency. If an employee sustains an injury, their supervisor should also be contacted as soon as possible and ensure a safety incident report is created.

Emergency Kits

B&G assigned vehicles must have the appropriate first aid and emergency kits.

Personnel Safety

Individuals should annually review their personal emergency contacts in MyPortal, and update them if needed. <https://myportal.wa.gov/>

Staff must arrive to work wearing the appropriate attire for the weather conditions. The hats, gloves, hand warmers, and rain gear is available in the B&G Supply Office.

See Attachment C, Tips for Manual Snow Shoveling. During inclement weather, employees will need to take a 15-minute break every hour. Employees will have one half-hour lunch and will not be allowed to work longer than a 12-hour shift. Food and drink will be provided for employees working in these conditions by management.

Weather Conditions

- Weather Conditions are monitored daily by the Buildings & Grounds leadership team, and particularly Cory Noffsinger.
- National Oceanic and Atmospheric Administration (NOAA) for [Seattle/Tacoma, WA](#)

Snow and Ice Removal

An accumulation of more than two inches of snow will usually require plowing. The condition of the snow (wet or dry) must be taken into consideration along with the weather forecast and expected temperatures. During regular business hours, grounds and custodial crews will plow and clear walkways with lawn tractors, spread ice melt, shovel steps and entrances, and mitigate water collection near building entrance floors to prevent slips and falls.

Trades staff from each shop can be asked by Grounds leads to provide additional assistance as needed.

Working with their supervisor, evening custodial staff may be tasked to spread ice melt at building entrances as needed during their work shift as well as assist with snow shoveling.

Capitol Campus

DES snow removal priorities are divided into three levels. Specific areas within each priority level are listed in declining sequence in accordance with their effect on public safety and

traffic flows. The Campus Snow Plan Maps (See *Attachment A*) provides a visual of the mitigation priorities. See *Attachment C, Tips for manual snow shoveling*.

Priority 1 – RED: Entry roads.

Priority 2 – GREEN: Prioritized ADA parking sites.

Priority 3 – YELLOW: Building entrances, steps, and sidewalks.

Heavy Snow (Over six inches predicted)

Heavy snow compounds the complexities of plowing, deicing, or sanding roads, parking lots, and walkways. If there is a prediction of six inches of snow or more, follow the plan below.

Planning Prior to the Event:

Grounds manager, leads, & mechanic coordinate with procurement & supply

1. Stage equipment and barricades:
 - a. Ensure there is a sufficient supply of caution tape, emergency cones, and barricades.
 - b. Ensure there is sufficient supply of hard plastic snow shovels, hand warmers, and gloves.
 - c. Close dangerous pedestrian pathways and stairways.
 - d. Check all vehicles for readiness.
 - i. Top off tanks.
 - ii. Order diesel fuel.
 - iii. Check plows and sanders.
 - iv. Lease and have on site additional equipment as necessary such as a skid steer with cabs and tracks, loaders, and dump trucks.
 - v. Work with Motor Pool to obtain/reserve at least four 4-wheel drive vehicles for B&G crews.
3. Make sure radios are in working order, batteries charged, and spare batteries are available to support long shifts (Facility Operations Manager).
4. Mark campus storm water drains with old delineators prior to the predicted snow event and ensure they remain free of debris and functioning (Grounds Leads).
5. Review convenience contracts for tree removal, pruning services, and plowing services to augment DES resources. See [DES Heavy Equipment Rental contract list](#). The B&G contracts manager collaborates with the grounds property manager, and M&R superintendent.

B&G leadership will assess the projected snowfall and length of the storm and decide whether to initiate an Incident Command Post (ICP) to manage the storm event. See the B&G ICP Standard Operating Procedures (SOP) for more details on the setting up and operation of an ICP.

1. The ICP will run 24/7 and have three work shifts. See the [Resource List](#). Each have the following components:

- a. Two trained B&G leaders per shift who will be responsible for tracking and prioritizing needed work, marking locations of crews and equipment on a campus map, collecting learnings throughout the process, and coordinating overall flow of work on a 24/7 basis.
 - b. Two B&G team members to assess field conditions and communicate task priorities to and from the ICP. One staff will be responsible for west campus and the other for east campus, parks, and off campus properties.
 - c. A B&G lead team member to coordinate resources and communication needs within B&G.
2. Management will follow the inclement weather call procedure (See *Attachment D*) to provide notification about agency activities.
 3. Coordinate with House and Senate administrations or designated representatives to pre-identify any scheduling issues or exchange Legislative Session information (Property Manager for Leg, Cherberg and O'Brien).
 4. Advisory note for agencies to refer to their Continuity of Operations Plan (COOP) to determine if weather conditions may have any impacts on operational business considerations.

Execution during the Event

1. Initiate the B&G Snow & Ice Emergency Collaboration Contact List. (See *Attachment B*) (B&G Administrative Support)
2. Utilize DES motor pool 4x4 vehicles to pick up personnel from their homes if they are unable to get to work on their own (B&G Procurement).
3. Follow the snow and ice removal priorities listed in the Campus Snow Plan Maps, which provides a visual of the priorities. (See *Attachment A*)
 - a. See Campus Snow Plan Maps to confirm snow pile locations. (*Attachment A*).
4. Work with Senate and House Security staff and the Chief Clerk of the House and Senate to determine, based on Legislative Session activities, the feasibility of having a two-hour delay in the start of legislative activities; simultaneously work with the Governor's Office, Supreme Court, and Elected Officials to delay their start time by two hours to allow B&G enough time to prepare roads, walks, and parking lots (B&G Assistant Director).
5. Keep building accesses and stairs always clear.
6. Remove snow from walkways and do not let them exceed two inches of snow before plowing.
7. Follow special equipment criteria for the Department of Natural Resources (NRB) parking garage surfaces:
 - a. Tires must be inflated rubber (not solid);
 - b. Snow blades must have a rubber edge; and
 - c. Snowplows and other equipment must not spin tires when pushing snow.
8. Consider the need for hot food/drinks for B&G staff. Purchasing will be coordinated through B&G procurement office. During a 24/7 response, a food preparation team should be formed.
 - a. When the decision is made to serve food:
 1. Complete a meetings with meals preauthorization form, and
 2. Obtain assistant director signature.
 3. Once signed send form to supply.

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- Add a copy to the Snow and Ice Mitigation Teams site.
4. Supply or food team will call Eugene (finance) and open a p-card for food purchase.
 - b. Recruit and schedule help as needed from B&G staff.
 - c. Purchase food and supplies.
 - d. Provide a meal and drinks for staff at 4 am, 12 pm, and 8 pm
 - e. Coordinate delivery of sack food to operators in the field that cannot get to the B&G lunchroom.
 9. Consider the need for hotel accommodations for B&G staff. Purchasing will be coordinated through B&G procurement office.
 10. When using snow blower, plan for where to pile snow so it doesn't have to be relocated again. (See *Attachment A*)
 11. Pay attention to location of curbs and electrical charging stations in parking lots when plowing or piling snow.
 12. Shake snow off the recently planted young trees to minimize limb damage.
 13. Make sure the Insurance Building vents/intake and exhaust grills are clear of snow and ice (west campus grounds lead).
 14. Leave all equipment keys in key box at the Conex next to the polyhouse at the end of each shift or when a piece of equipment is no longer needed or operational.
 15. Realize that the grounds mechanic's top priority is to coordinate the shop and equipment repairs, followed by operating equipment, in the field if possible.
 16. Utilize area behind 721 Building, located in Heritage Park for stockpiling excess snow. Check with Grounds supervisor first.

Recovery after the Event

1. Keep storm drains clear as the snow melts to preclude urban flooding.
2. Clear parking lots that did not get cleared during the snowstorm.
3. Monitor and clear snow piles where practicable.
4. Create an inventory of damage to curbs, parking stops, signs, etc. for repair (Grounds Manager).
5. Hold an "After Action Review" meeting to identify any areas of improvement within the snow and ice removal plan and update plan accordingly (Deputy Assistant Director and/or M&R Superintendent).

Freezing and Black Ice

In periods of below freezing temps, Campus fountains will be turned off to prevent damage.

If ice is noticed or reported by custodial staff, the custodial staff may place ice melt on the identified areas and report actions taken to their supervisors.

Priorities are set for the prevention of freezing roads, sidewalks, and parking lots. Signage will be placed warning employees and the public of the hazardous conditions.

(See *Attachment A*)

Sand should be used on concrete less than one-year-old instead of ice melt. (See *Attachment E*)

Scenario 1

Wet parking lot, no snow forecasted - freezing conditions possible between 5 am and 8 pm of the following day.

- **Who responds?** *Appropriate number of staff operators trained on spreaders/sander and tractor.*
- **When is response?** *4 am or sooner if conditions warrant. CCB on asphalt surfaces prior to freezing if dry.*
- **What areas are covered?** *Sidewalks, driveways, and parking lots.*
- **What methods are used?** *Ice melt on sidewalks and plazas, ice melt and/or sand may be used on asphalt surfaces.*

Scenario 2

Monday - Thursday: Heavy snow expected to start overnight – freezing condition possible.

- **Who responds?** *Grounds or night custodian supervisors to coordinate spreading and clearing.*
- **When is response?** *4 pm night custodians; 4 am grounds and trades staff.*
- **What areas are covered?** *Sidewalks, plazas driveways, and parking lots.*
- **What methods are used?** *Ice melt on sidewalks before snowfalls, snowplow sidewalks and plazas when snow reaches 1.5 inches. Snowplow roads and parking lots when snow reaches 2.0 inches.*

Note to Employees

Black ice is nearly invisible and could be dangerous. Wear shoes with good traction and use handrails when they are available.

Note to Equipment Operators

Black ice affects the roads, parking lots, sidewalks, and other walking surfaces. DES will be applying ice melt to sidewalks, stairwells and building entrances, and deicing roads and parking lots.

Snow Removal Training

B&G will conduct annual equipment training in November for all staff assigned to operate snow-plowing equipment. DES employees will not be allowed to operate heavy equipment unless they are trained and on the Ground's approved training list.

DES will perform at a minimum one table-top snow exercise or roundtable with area stakeholders prior to November 1 (DES Emergency Manager).

Communication

The incident command post team will work with the senior property manager and DES Communications to determine a method to document and share real-time campus conditions, accessibility, and how B&G will manage anticipated snow/ice conditions 24 to 48 hours in advance and share with employees, campus facility coordinators and tenants, visitors, and other stakeholders.

The B&G leadership will update the B&G call-in line daily so teammates know when and where to report to work each day during an inclement weather event. The same information should also be shared via email.

The B&G work management center has an 800Mhz radio system that broadcasts on emergency channel 3 to team members and tenant customers. Tenant radio testing is conducted periodically. Radio communication with customers is utilized only during testing and emergency situations.

The Senate Security and House Security Offices are issued 800 MHZ radios to ensure DES can communicate with them regarding the status of snow removal. This is especially important during session to advise where and when parking lots are open.

The security offices can communicate with their parking attendants and relay information more quickly to B&G team members on the emergency channel to address critical issues using the radio as well.

Snow and Ice Resource List

Below is a list of the staff scheduled during inclement weather as of November 29, 2024.

- *B&G motorized equipment operators should report to:*
 - *Soil shed if you are on the grounds team, or*
 - *Poly shed (greenhouse) if one of the other trades.*
- *All motorized equipment co-operators will communicate with each other and trade-off periodically throughout their shift.*
- *Report to poly shed (greenhouse) if you are looking for work.*
- *Leave all equipment keys in key box at the Conex next to the polyhouse at the end of each shift or when a piece of equipment is no longer needed or operational.*
- *People are doubled-up with the expectation that they will partner-together and take turns during their shift hours. It doesn't mean first person is primary and second person stands-by.*

B&G Snow and Ice Resource List			
Equipment Operators Report to the Soil Shed (grounds) – Poly Shed (other trades)			
	12:00 AM - 8:30 AM	8:00 AM - 4:30 PM	4:00 PM - 12:30 AM
	Co-Operators Shift 1:	Co-Operators Shift 2:	Co-Operators Shift 3:
Snowplow / Sand Spreader #1	Jeff Hogan / Edward Flores	Kailee Moulton / Nate Vargas	Dan Kirschner / Leonard Smith
Snowplow / Ice Melt #2	Sterling Trevena-Garon / Anthony Mapu	Clayton Musgrove / Tim Hildebrand	Nathan Bren / Ben Larson
Skid Steer #1 (rental)	Chris Brownell / Sam Petri	Tige Rajic / Ken Taimanglo	Luke Smith / Jason Tolle
Skid Steer #2 (rental)	Stacy Gosney / Phillip Martin	Paul Brunner / Bob Jensen	Kyle Ingvalson / Andy Kibler
Skid Steer #3 (rental)	Gary Hilton / DeWayne Steinman	Zach Butler / Skyler Witte	Lloyd Gladson / Sam Harding
John Deere Mower w/Blade #1	Kystan Simpson / Curtis Perkins	Eric Leppe / Joe Castillo	John Marshall / Ron Ferrier
John Deere Mower w/Blade #2	Weston Douge / Thomas Senn	Jeremy Oliver / Shawn Myers	Austin Hoage / Quentin Watts/
Walk behind snow blower #1	Jeff Harris / Angela Gongora Hines	Zach Smith-Monroe / Justin Sharp	Jacob Hipner / Michael Hosmun
Walk behind snow blower #2	Brian Alleman / Walker Dunn	Anthony Gaudiano / James Couthran	Mike Johnson /
<i>Shift 2 will be supplemented by the day caretakers. Shift 3 will be supplemented by the night custodial crew.</i>			
Note: Teammates report to the soil shed for Grounds team or the poly shed for other trades at the beginning of each shift for their first assignment.			

EMPLOYEE SHUTTLE: Picking up mates for work and returning them home:

1. Bob Hall (am) 360-789-5793
2. Craig Gunn (pm) 360-480-7407
3. Deb Reichelderfer (backup) 360-791-3513, OR
4. Contact work management at 360-407-0000

and leave message indicated where, when pickup is needed and your phone number.

Incident Command Post

The ICP and food prep teams have different start and end times than the trades so that continuity can be maintained during the trades' shift changes.

Trades Shifts	Shift 1:	Shift 2:	Shift 3:
	12:00 AM - 8:30 AM	8:00 AM - 4:30 PM	4:00 PM - 12:30 AM
ICP Shifts (for comparison)	Shift 1: 4:00 AM - 12:30 PM	Shift 2: 12:00 PM - 8:30 PM	Shift 3: 8:00 PM - 4:30 AM
ICP Lead	George Carter III	Tamara Hayes	Brent Chapman
ICP Coordinator	Deb Reichelderfer	Michelle Shepler	Ivy Davison
Field Coordinator	Chris Simpson	Trevin Hamann	Will Clay

Trades Shifts	Shift 1:	Shift 2:	Shift 3:
(for comparison)	12:00 AM - 8:30 AM	8:00 AM - 4:30 PM	4:00 PM - 12:30 AM
Food Prep Shifts	Shift 1:	Shift 2:	Shift 3:
	1:00 AM-9:00 AM (Food ready at 4:00 AM)	9:00 AM-5:00 PM (Food ready at noon)	5:00 PM-1:00 AM (Food ready at 8:00 PM)
Team Leader	Deb Reichelderfer	Doris Taylor	Dawn Mitchell
Assistant		Maritza Ohab	Jarvis Little

Back-up support:

- Karen Martens - ICP backup support as needed.
- Supply staff are available for equipment operation only in an extreme emergency.
- WMC and food prep staff can be backup support in the event of emergent need for staffing, however for regular staffing limit only one staff member being pulled away at a time, if any.
- Property Manager team will work with DES Communications and relay updates to customers.

Shift schedule changes will be administered in accordance with the current [Collective Bargaining Agreement](#).

DES Equipment and Materials

Capitol Campus

Prior to November 1 each year, the B&G grounds mechanic will have inspected, serviced, repaired in-house and/or sent out for repairs on all snow and ice management equipment listed below:

The days prior to a predicted snow/ice event, the B&G grounds mechanic will perform the following tasks:

- prepare deicer material
- ensure all snow equipment is fueled.
- ensure all snowplows and equipment are operating correctly.
- ensure all John Deere lawn tractors have chains and/or rear wheel weights attached.
- mount rotary broom and/or snowplow on applicable utility vehicles.

Trucks

- Ford 250 truck with sander and 8' plow with rubber skid strip.
- Chevy one-ton truck with ice melt and 8' plow with rubber skid strip.
- Ford ¾ ton Tim's Truck.

Motorized Equipment:

- New Holland tractor with bucket.
- Kubota RTV X1100C utility vehicle (grounds only).

John Deere

- Large tractor with bucket.
- Medium tractor with bucket.
- Mini tractor with bucket.
- Four lawn tractors with 54" snow blades with rubber skid strips.
- Two ice melt spreaders for John Deere lawn tractors.
- Pull-behind liquid ice melt sprayer.
- Pull behind spreader (on order).

Manual Equipment:

- Ten broadcast spreaders.
- 1 Fertilizer drop spreader (inefficient, use as last resort).
- Snow shovels.
- Squeegees.
- Barricades and Delineators.

Materials:

- CCB ice melt for roads and parking lots in Tumwater from DOT.
- Roadrunner Ice Melt (contains a proprietary combination of Potassium, Sodium, Calcium, and Magnesium) SDS is available.
- Sand pile (use as last resort).
- Sandbags.

Heavy Equipment Rental

Contract # 02915 - This contract is for commonly used heavy equipment rentals and provides cost effective contractors of rental equipment on an as needed/as available basis, without operator, statewide for qualified MCUA customers. During snow & ice emergency B&G will utilize only *local* contractors for expedited equipment procurement.

Contractors - Local	Minority, Women or Veteran Owned	Small Business
HERC RENTALS INC. - W110 Add phone numbers?		
PAPE JD EQUIPMENT CO. - W1553		
PAPE MATERIAL HANDLING - W17609		
STAR RENTALS - W539		
SUNBELT RENTALS - W15954		
TYLER RENTAL, INC. - W9417		
UNITED RENTALS (NORTH AMERICA) INC. - W1828		

Power Outage/Generator Systems

Introduction

(See Attachment A, for visual Campus Generator Location Map)

In the event of a power outage at each building, select building loads are connected to the generator through one or more Automatic Transfer Switches (ATS). Each ATS is connected to the metered electrical service as provided by the public utility (*normal power*) and to the generator (*standby power*) with the transfer switch set in the normal power position. Upon loss of utility service, the ATS signals for generator startup. When the generator is fully operating, the switch automatically transfers its connected load to the generator source. Generator startup and transfer occurs in about ten seconds. When utility power is restored, the ATS will automatically transfer back to the normal position and shut down the generator.

Governor's Mansion

The Governor's Mansion building has an 80 KW diesel generator manufactured by Onan and purchased in 2005. There is one ATS also manufactured by Onan. This system is connected to the main electrical service panel and provides stand-by power to the entire facility, which includes the residence and the guard shacks.

Legislative Building

The Legislative building has a 600 KW diesel generator manufactured by Cummins and purchased in 1997. The generator is connected to four Cummins ATS's. One ATS is dedicated for building life safety systems that includes egress lighting, fire alarm, fire protection systems, generator accessories, and security systems. Two ATS's serve select stand-by loads that includes the Governor's and other selected support offices, building elevators, computer room servers and associated UPS, telecommunications systems, and select pumps, ventilation fans, and specialty cooling equipment. The fourth ATS is dedicated for the building fire pump.

General Administration Building

The General Administration building has two diesel generators. Generator #1 is a 100KW unit manufactured by Cummins and purchased in 1982 and currently is connected to serve the south wing of the building. Generator #2 is an 80KW unit manufactured by Cummins and purchased in 1988 and is currently connected to serve the north wing of the building. The building ATS's are also manufactured by Cummins. Each wing has a riser with panels installed on each floor and connected to an ATS at the penthouse level. There is also a third ATS serving panels in the south wing basement level that is connected to the 80KW generator. The generators and ATS's provide backup power for life safety systems (*egress lighting, fire alarm, and security*) and to select standby loads that include a computer center, sump pump, and elevator.

Temple of Justice

The Temple of Justice building has a 50 KW diesel generator manufactured by Cummins and purchased in 1988. There are two ATS's in this facility. The first ATS is manufactured by Kohler and is dedicated for building life safety systems that includes egress lighting, generator accessory power, security and access control, and court room security lighting. The second ATS is manufactured by ASCO and provides stand-by power for data processing equipment and HVAC loads associated with a central computer server room. Server room processing equipment is supported by an uninterruptable power supply until the load is transferred to the generator on loss of normal power.

Prichard Library

The Prichard Library building has an 80 KW diesel generator manufactured by DMT Corp and purchased in 1988. There is one ATS that is manufactured by ASCO, and it serves a distribution panel for life safety circuits (*egress lighting, telephone communications, fire alarm, generator accessories*) and to select stand-by loads that includes elevator, card access, network services, computer room AC, HVAC controls, and a few power outlets.

O'Brien Building

The O'Brien building has a 250 KW diesel generator manufactured by Cummins and purchased in 2009. The generator is connected to three Cummins ATS's. One ATS is dedicated for building life safety systems that includes egress lighting, fire alarm, fire smoke dampers, generator accessories, fire sprinkler compressor, and main electrical room circuits. The second ATS is dedicated to building elevator service. The third ATS serves select stand-by loads that includes pumps, lighting controls, and basement power circuits.

Cherberg Building

The Cherberg building has a 150 KW diesel generator manufactured by Cummins and purchased in 2006. The generator is connected to a distribution panel board that feeds four Cummins ATS's. One ATS is dedicated for life safety egress lighting and a second serves other emergency loads. The remaining two ATS's are dedicated to building elevators.

Capitol Court Building

The Capitol Court building has a 175 KW diesel generator manufactured by Cummins and purchased in 2023. The generator is connected to a distribution panel board that feeds one ATS dedicated for life safety, egress lighting, and emergency loads.

Department of Licensing

The Department of Licensing building has a 350 KW diesel generator manufactured by Cummins and purchased in 1993. The generator is connected to one ATS manufactured by Zenith, which services a 600-ampere distribution panel. Life safety loads and standby loads are combined on common panels. Load served by the

generator system include egress lighting and exit signs, fire alarm, generator panel, select ventilation and pump loads, computer room, and building elevators.

Archives Building

The Archives building is also connected to the Department of Licensing generator. Archives has one small ATS manufactured by ASCO that is dedicated to life safety loads that includes egress lighting, fire and security, telephone communications, building access control, and elevator lights.

Employment Security and Plaza Garage

There is a 305 KW generator located in the Plaza Garage manufactured by Cummins and purchased in 2020. There are four ATS's connected to this generator. ATS-1 is manufactured by Westinghouse (1993), and the remaining transfer switches are manufactured by Cummins (1995). ATS-1 is in the Employment Security building and serves the buildings life safety systems and elevators. The remaining ATS's are in the garage. One serves the garage emergency lighting and the remaining two serves two elevators.

Department of Natural Resources

The Department of Natural Resources building has a 1000 KW diesel generator manufactured by Cummins and purchased in 1991. The generator is connected to one 2000 ampere ATS manufactured by Square D, which services a distribution switchboard for both life safety loads and standby loads. Load served by the generator system includes egress lighting and exit signs, fire alarm, telecommunications, security, select HVAC equipment, computer room, refrigeration equipment, lab equipment, and building elevators.

Old Capitol Building

The Old Capitol building has a 230 KW diesel generator manufactured by Cummins and purchased in 2004. There are two ATS's that are also manufactured by Cummins. One is dedicated for building life safety systems that includes egress lighting, generator accessory power, fire alarm, telephone communication, elevator lights, and low voltage lighting control. The second ATS provides stand-by power for processing equipment, HVAC loads, and convenience power associated with a central computer server room. Server room processing equipment is supported by an uninterruptable power supply until the load is transferred to the generator on loss of normal power.

Insurance Building

The Insurance building has a 175 KW diesel generator manufactured by Cummins and purchased in 2006. There is one ATS that is also manufactured by Cummins, and it serves a distribution panel with sub-fed panels for life safety circuits (*egress lighting, telephone communications, fire alarm, fire protection*) and select stand-by loads (elevator, security, network services, computer room AC, and HVAC controls).

Department of Transportation

The Department of Transportation (DOT) building has two separate generator systems.

Generator #1 is a 400 KW generator manufactured by Cummins and purchased in 1999. There are six ATS's connected to this generator that are manufactured by Onan. One ATS is dedicated for building life safety systems that includes egress lighting, fire alarm, fire smoke dampers, and building security and access controls. A second ATS serves stand-by loads in select building office spaces for computers, printers, and convenience power. Two ATS's are dedicated to select building HVAC systems that include pumps, fans, and associated motor controls. The remaining two ATS's are dedicated to building elevator service.

Generator #2 is a 350KW generator that is manufactured by Cummins and was purchased in 1996. This generator is dedicated for the DOT central server room and Emergency Operations Center. An ATS manufactured by Onan is connected to this second generator and provides stand-by power for processing equipment, HVAC loads, and convenience power associated with the server room and Emergency Operation Center (EOC). All processing equipment is supported by an uninterruptable power supply until the load is transferred to the generator on loss of normal power. A second Cummins ATS has been installed to switch from generator #2 to generator #1 for redundant backup power if generator #2 fails to start or is otherwise out of service. If this transfer operation occurs, selective load shedding will be initiated during a utility power outage as required to support building life safety systems and the server/Emergency Operations Center operations from one generator.

Office Building 2

The Office Building 2 building is the largest building on the Capitol Campus at nearly 380,000 square feet. This facility has four 1000 KW generators that are manufactured by Cummins and are paralleled together. Only one generator is now online. The others have been mothballed. Generators were purchased in 1980 and 1990. There are two emergency/standby service switchboards and three emergency/standby distribution switchboards. Automatic transfer is accomplished using both automatic switching circuit breakers and two ATS's manufactured by Russ electric rated 2000 amperes and 1600 amperes. Both life safety and standby power systems are served by the building backup power distribution. Loads connected to generator power includes egress lighting, fire, communications, security systems, building HVAC systems, elevators, and lighting and convenience power for computers and printers in select office areas.

Tumwater Modular Building

The Tumwater Modular building has a 250KW diesel generator manufactured by Cummins and purchased in 2015. There is one ATS that serves building egress lighting, fire alarm panel, and telephone communications, and print shop ups.

Isabella Bush Building

The Isabella Bush building has a 250 KW diesel generator manufactured by Cummins and purchased in 2003. There is one Cummins ATS that is connected to the building

electrical service, so the entire building is on the generator as stand-by power. No separate emergency egress lighting was observed during the preliminary survey. As part of investigation for one-line diagram documentation, review life safety concerns will be conducted, and conclusions included in the final generator survey report.

Powerhouse

The Powerhouse generator system supports the Capitol Campus central heating (steam) and cooling (chilled water) plant along with associated pumps, controls, task lighting and convenience power. This generator was replaced in 2013 and is a 500 KW with a 500-gallon diesel fuel tank.

Capitol Lake Dam

The Capitol Lake Dam facility has a 15 KW diesel generator manufactured by Onan and purchased in 1980. There is one ATS manufactured by ASCO. This system is for stand-by power that serves select facility loads that include lights, convenience power, fans, heaters, and controls.

Helen Sommers Building

The Helen Sommers building has a 750 KW diesel generator manufactured by Cummins. The generator was installed as part of the new construction of the building in 2017. There are four ATS's manufactured by Cummins. This system is for emergency and stand-by power that serves select facility loads that includes fire alarm, fire suppression, egress lighting, convenience power, fans, heaters, and controls. The transfer switches are designed to have load shedding capabilities to support critical and primary loads.

Irving Newhouse Building

The Irving Newhouse building has a 312 KW diesel generator manufactured by Cummins. The generator was installed as part of the new construction of the building in 2024. There is one? ATS manufactured by Cummins. This system is for emergency and stand-by power that serves select facility loads that includes fire alarm, fire suppression, egress lighting, convenience power, fans, heaters, and controls. The transfer switches are designed to have load shedding capabilities to support critical and primary loads.

Capitol Court Building

The Capitol Court building has a 175 KW diesel generator manufactured by Cummins. The generator was installed as part of the campus security upgrades in 2023. There is one? ATS manufactured by Cummins. This system is for emergency and stand-by power that serves select facility loads that includes fire alarm, fire suppression, egress lighting, convenience power, fans, heaters, and controls. The transfer switches are designed to have load shedding capabilities to support critical and primary loads.

DES Owned & Managed Generator Inventory

Revised: 10/23/18

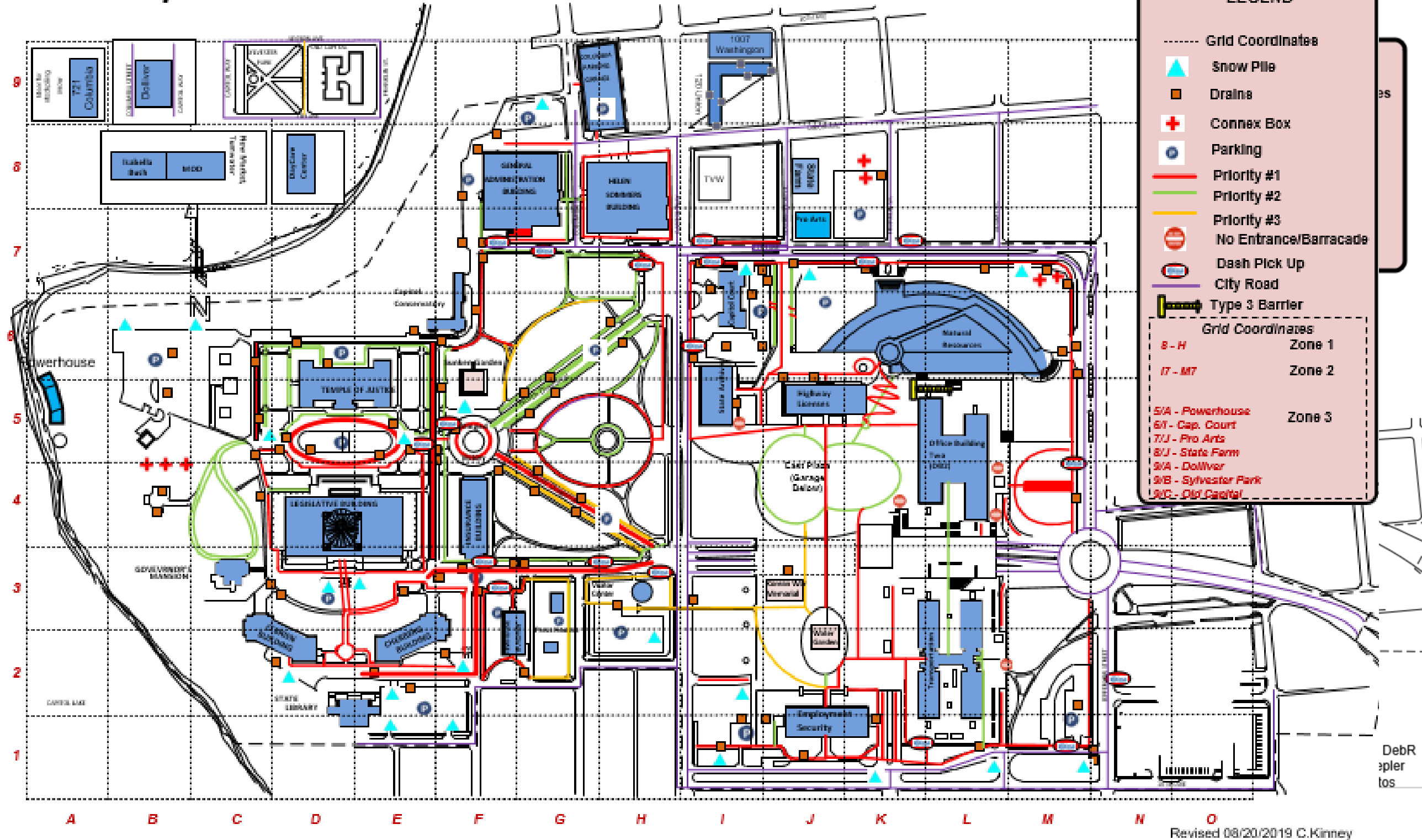
Generator	Qty	Size	DES Owned	Year Purchased	Repl Cost	Mod Number	SN#	Location	ATS	GPH (Full Load)	Fuel Type	Fuel Tank Gallons	Total Run Time Hrs	Day Tank Gallons	Exercise Frequency	Condition Rating	1 = excellent 4 = poor
Capitol Lake Dam	1	15KW	Yes	1980	\$25,000	15RDJC	E800503005	Cap.Lk Dam	1	3	Diesel	8	2.5		Weekly	4	13-15 cap req
Capitol Court	1	175KW	Yes	2023	\$120,000	QSB7-G5 NR3	F230241336	Cap Court	1	13.28	Diesel	322					
Cherberg Bldg	1	150KW	Yes	2007	\$45,000	150DSHAA	A06088093	Cherberg Base	3	12	Diesel	1000 UGST	83	125	Weekly	1	
DOL	1	350KW	Yes	1993	\$45,000	NTA 855	11703207	DOL Base	3	25	Diesel	150	6	150	Weekly	2	
GA Bldg	1	100KW	Yes	1982	50000	N-855G	11032098	GA Penthouse	1	25	Diesel	500 UGST	20	25	Weekly	4	13-15 cap req
GA Bldg	1	80KW	Yes	1988	\$30,000	80DGDA	F880130387	GA Penthouse	2	6	Diesel	Shared	83 (if run one at a time)	Shared	Weekly	2	
Gov Mansion	1	80KW	Yes	2005	\$30,000			Mansion	1	6	Diesel	150	25		Weekly	1	
Helen Sommers	1	750 W	Yes	2017	\$	DCQB162192	G160976435	Loading Dock	4	181	Diesel	3000	16.6	N/A	Weekly	1	
Insurance Bldg	1	175KW	Yes	2006	\$45,000	175DSHAB	F060936401	Ins Bldg Base	1	12	Diesel	200	16		Weekly	1	
Isabella Bush	1	250KW	Yes	2003	\$40,000			I Bush	2	16	Diesel	150	9		Weekly	2	
Leg Bldg	1	600KW	Yes	1997	\$85,000	600DFGB	G960612133	Leg Bldg Gar	4	45	Diesel	1000 UGST	22	75	Weekly	2	
Mod Bldg	1	250KW	Yes	2015	\$50,000	250 DQDAA	B1501795849	Mod Bldg	1	18	Diesel	1500	83	N/A	Weekly	1	
Natural Resources	1	1000KW	Yes	1991	\$125,000	1000DFLA	H910409041	NRB High Volt	1	75	Diesel	5,000 UGST	66	50	Weekly	3	13-15 cap req
Newhouse	1	312KW	Yes	2024		QSL9-G7	22659135	Newhouse Bldg	1			UGST					
Office Building 2	5	1000KW	No	1980 - 88	\$850,000	1000DFMB	Multiple	OB2 Base	3	75 each	Diesel	20,000	266 (if run one at a time)	200	Weekly	3-4	
O'Brien Bldg	1	175KW	Yes	2009	\$45,000	200DSHA	F09238556	Obrien Base	1	12	Diesel	1000 UGST	83	125	Weekly	1	
Old Capitol Bldg	1	230KW	Yes	2004	\$55,000	230DFAB	H040680129	Old Cap	2	17	Diesel	500 UGST	29	25	Weekly	1	
Emp Sec / Plaza	1	500KW	Yes	1980	\$65,000	NTA 1710	10453281	Plaza tower 1B	4	50	Diesel	200	4	200	Weekly	4	13-15 cap req
Powerhouse	1	500KW	Yes	2013	\$100,000	350DFN	B810556477	Powerhouse	1	36	Diesel	500 Gal	130	50	Weekly	1	
Pritchard Library	1	80KW	Yes	1997	\$30,000	80DMT	880274	Library Base	1	6	Diesel	125	20		Weekly	2	
Temple of Justice	1	50KW	Yes	1988	\$25,000	4BT5.9	445315757	Temple Roof	2	4	Diesel	120 Base	30		Weekly	3	13-15 cap req
WSDOT	1	350KW	No	1996	\$45,000	350DFCC	A950567419	DOT pkg gar	3	25	Diesel	2,000	80		Bi-weekly	2	
WSDOT	1	400KW	No	1999	\$55,000	400DFCE	F990924775	DOT Base	3	30	Diesel	Shared	66 (if run one at a time)		Bi-weekly	2	
Portable #3	1	3500 W	Yes	2000	\$4,000	Honda		Portable	NA		Gas	5	6		Weekly	2	
Portable #6	1	2000 W	Yes	2005	\$1,250	Honda		Portable	NA		Gas	2	6		Weekly	2	
Portable #7	1	2000 W	Yes	2005	\$1,250	Honda		Portable	NA		Gas	2	6		Weekly	2	
Portable #8	1	2000W	Yes	2005	\$1,250	Honda		Portable	NA		Gas	2	6		Weekly	2	

Electrical Shop	Cell
Mike Disken	360-507-0767
Andrew Kibler	360-791-1135

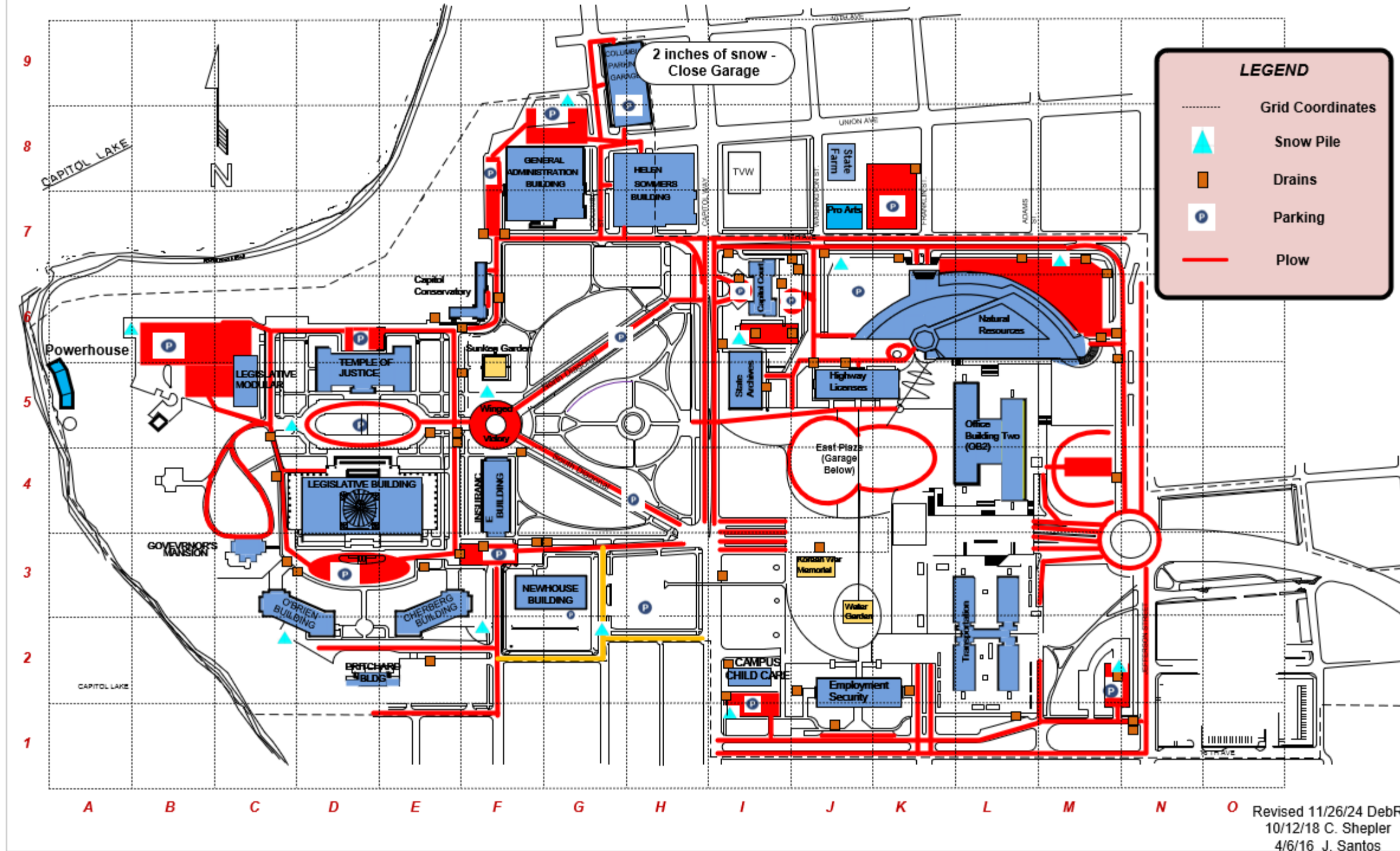
Attachment A

Campus Snow Plan Maps

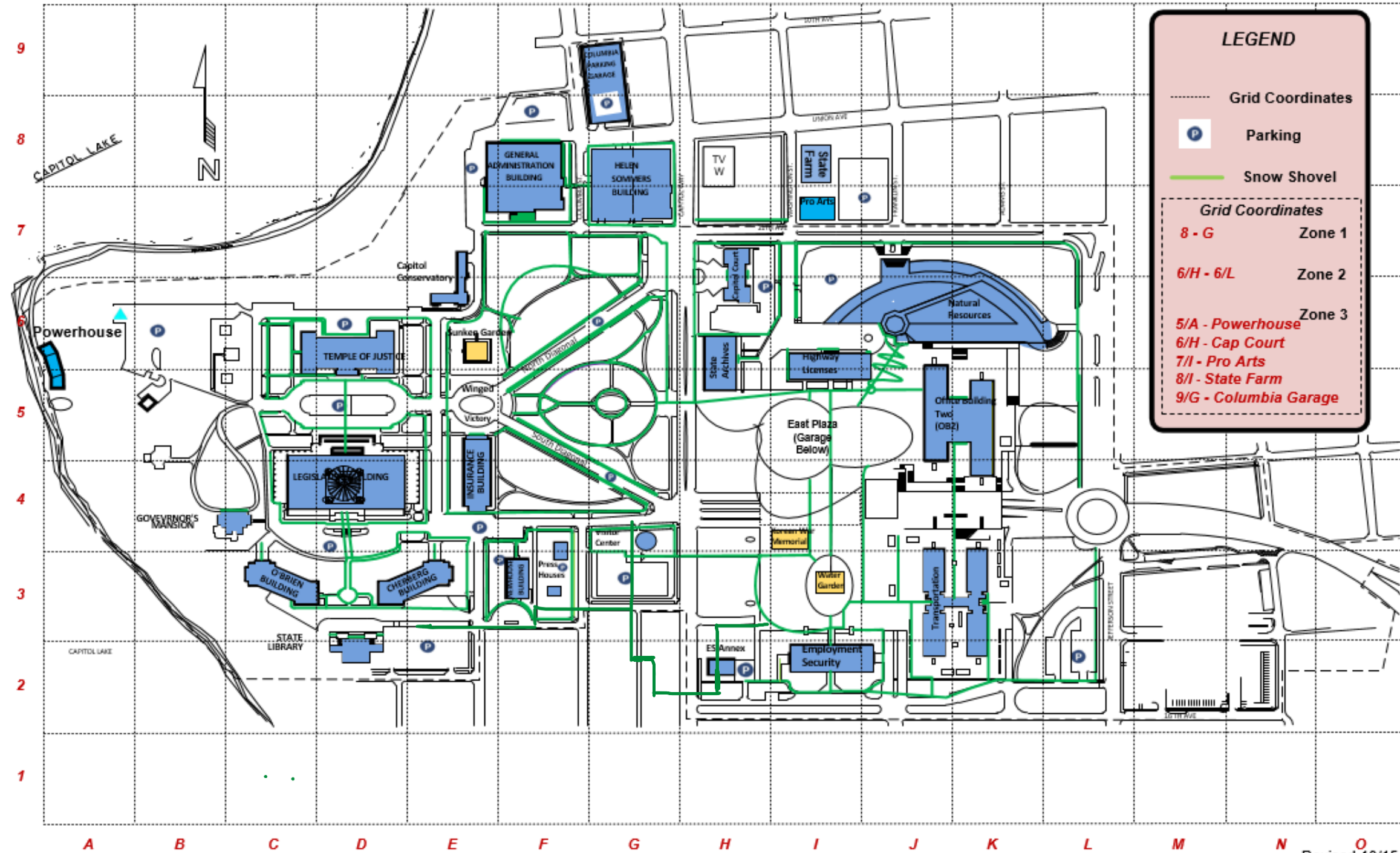
Campus Snow Removal Road & Sidewalk Priorities



Campus Snow Plow Map



Campus Snow Shovel Removal Map

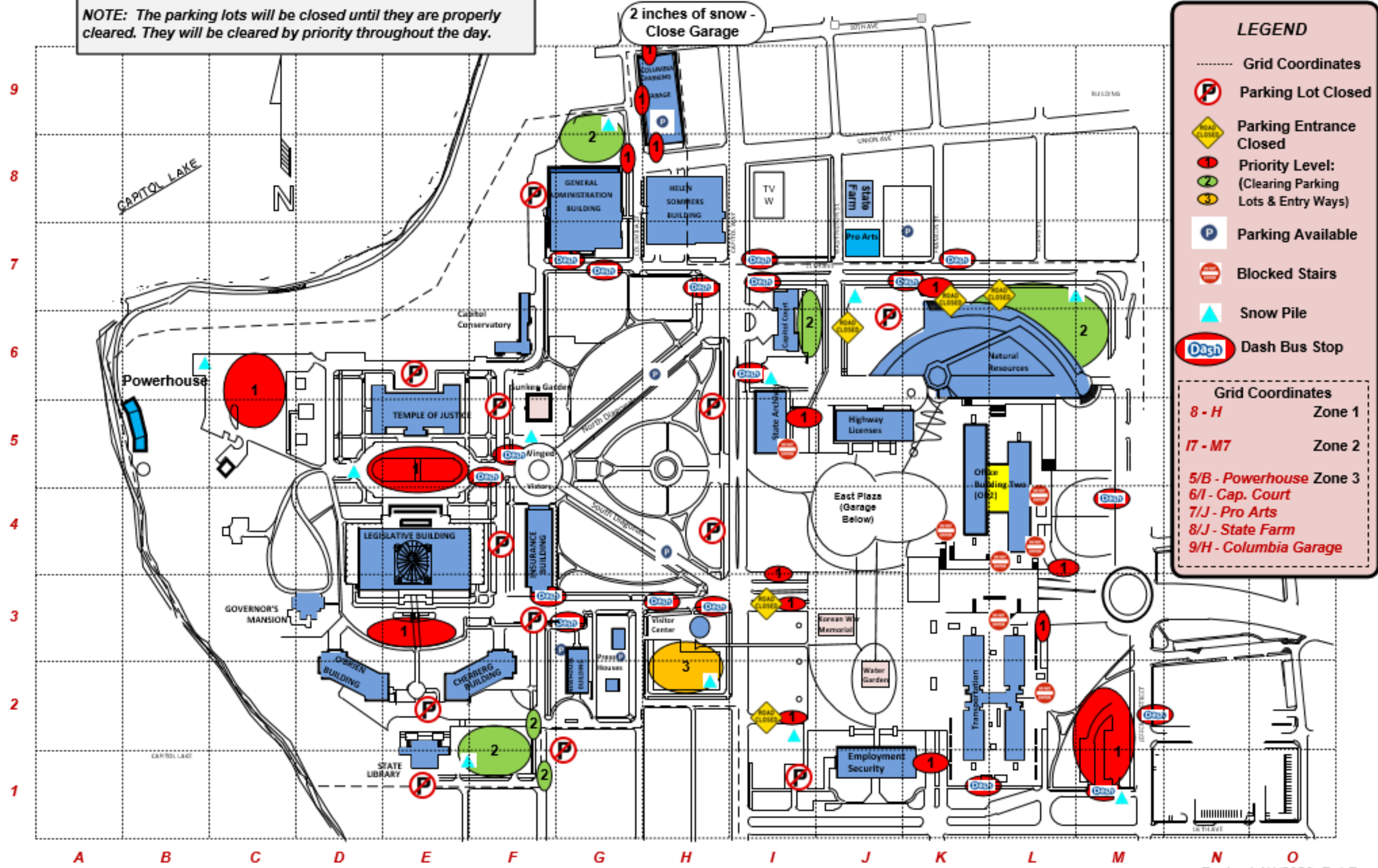


Revised 10/15/2018 C. Shepler

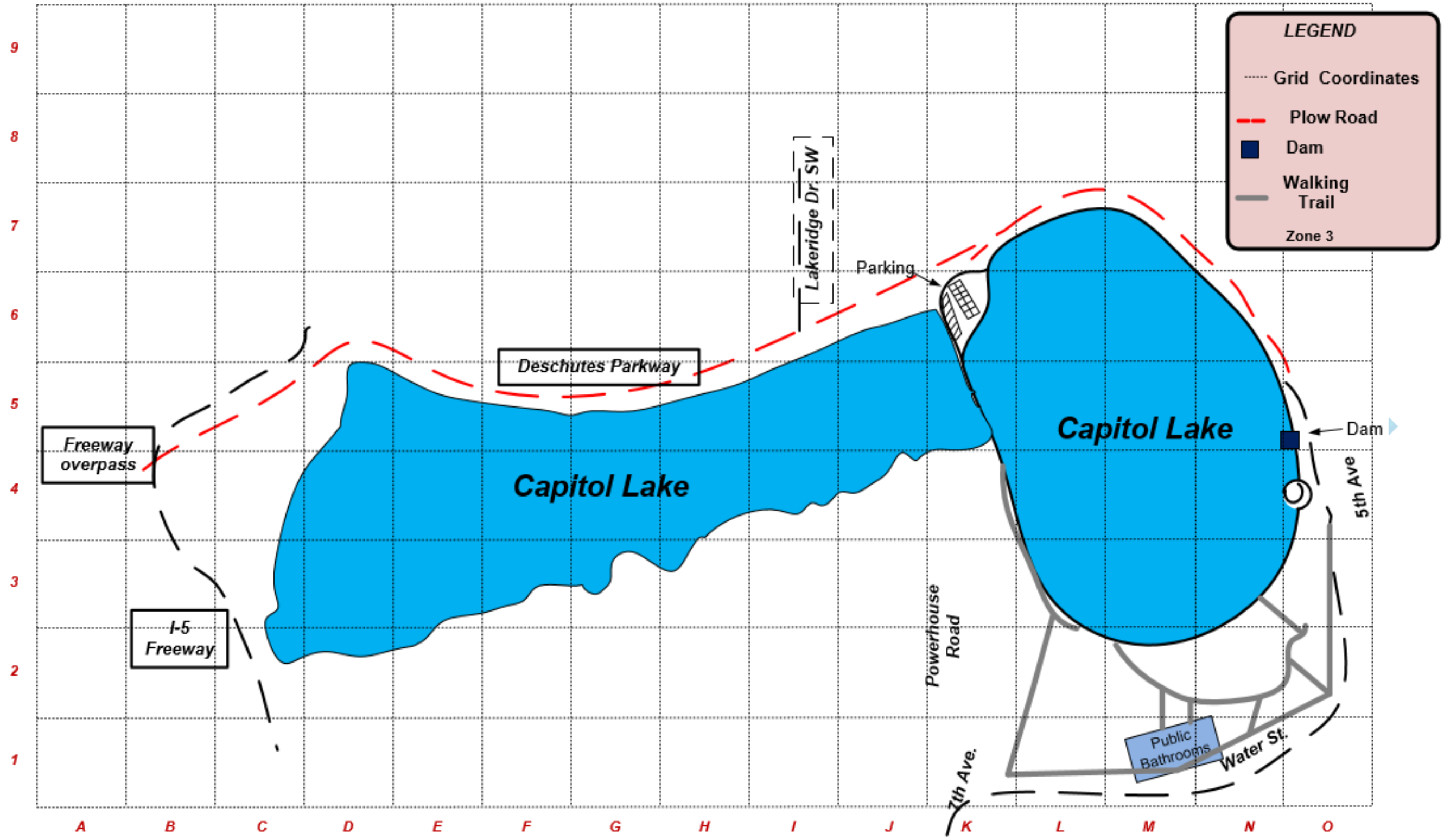
Campus Parking Lot Priorities and Closures 6" or More (Heavy Snow)

NOTE: The parking lots will be closed until they are properly cleared. They will be cleared by priority throughout the day.

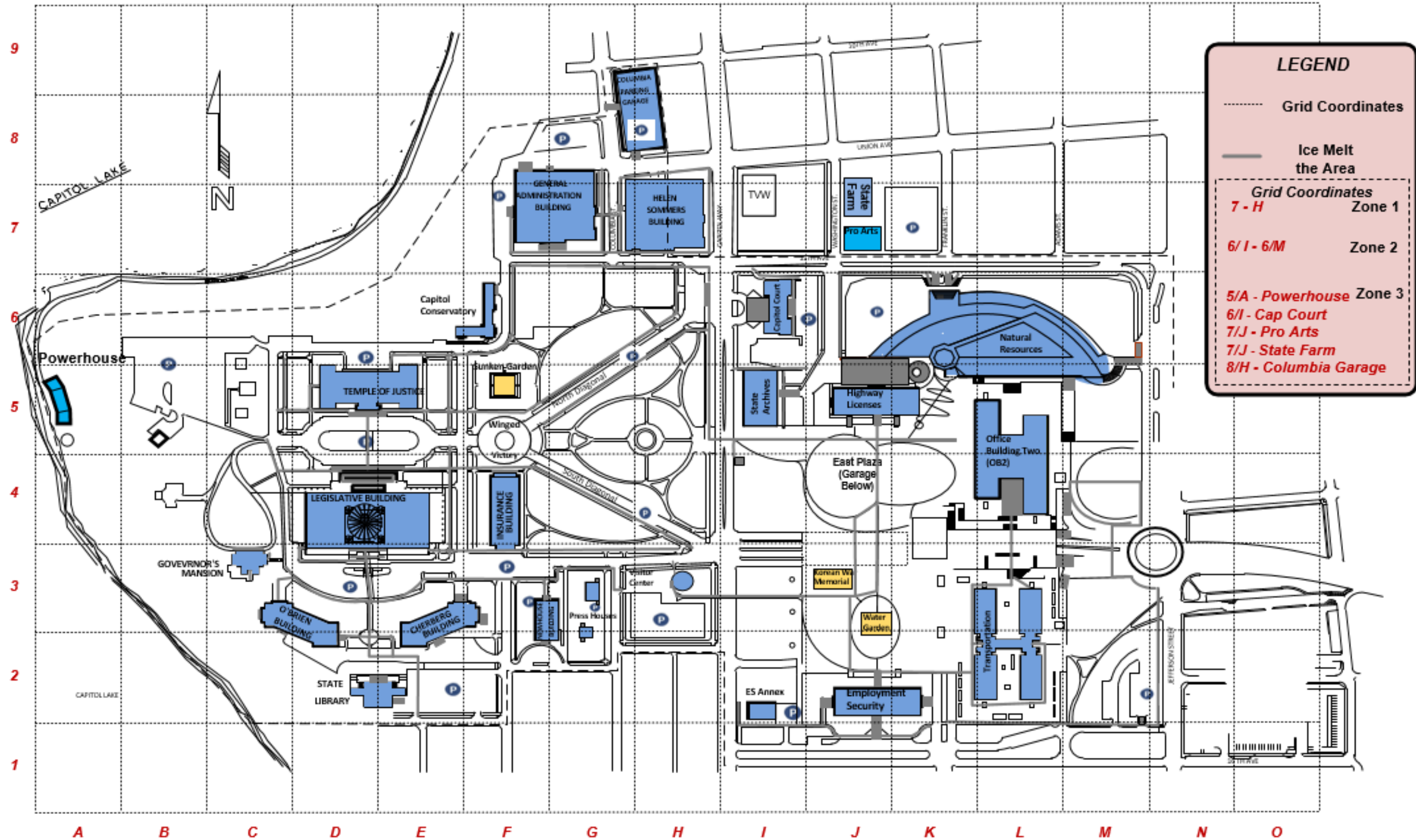
2 inches of snow - Close Garage



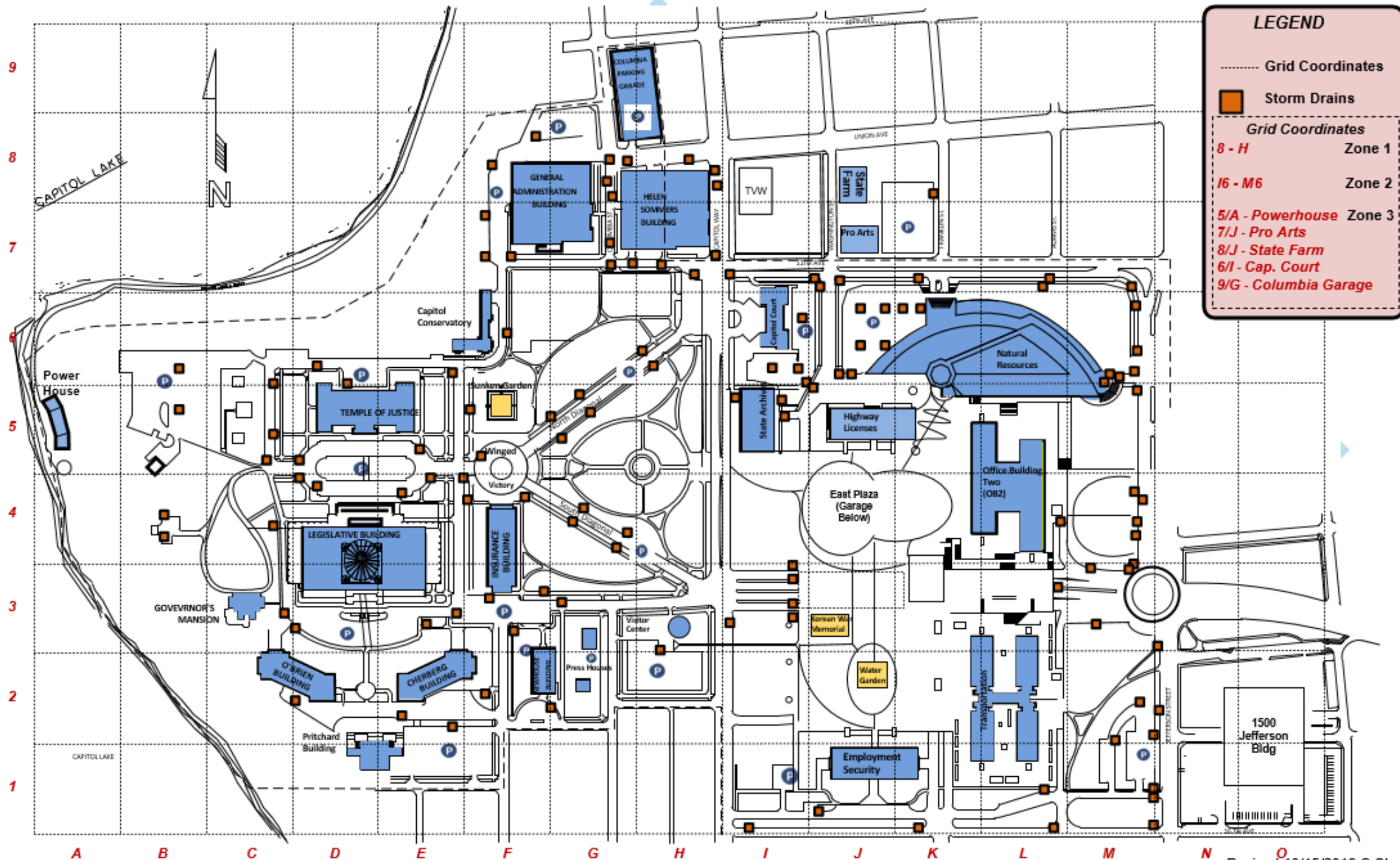
Deschutes Parkway Snow Plow Map



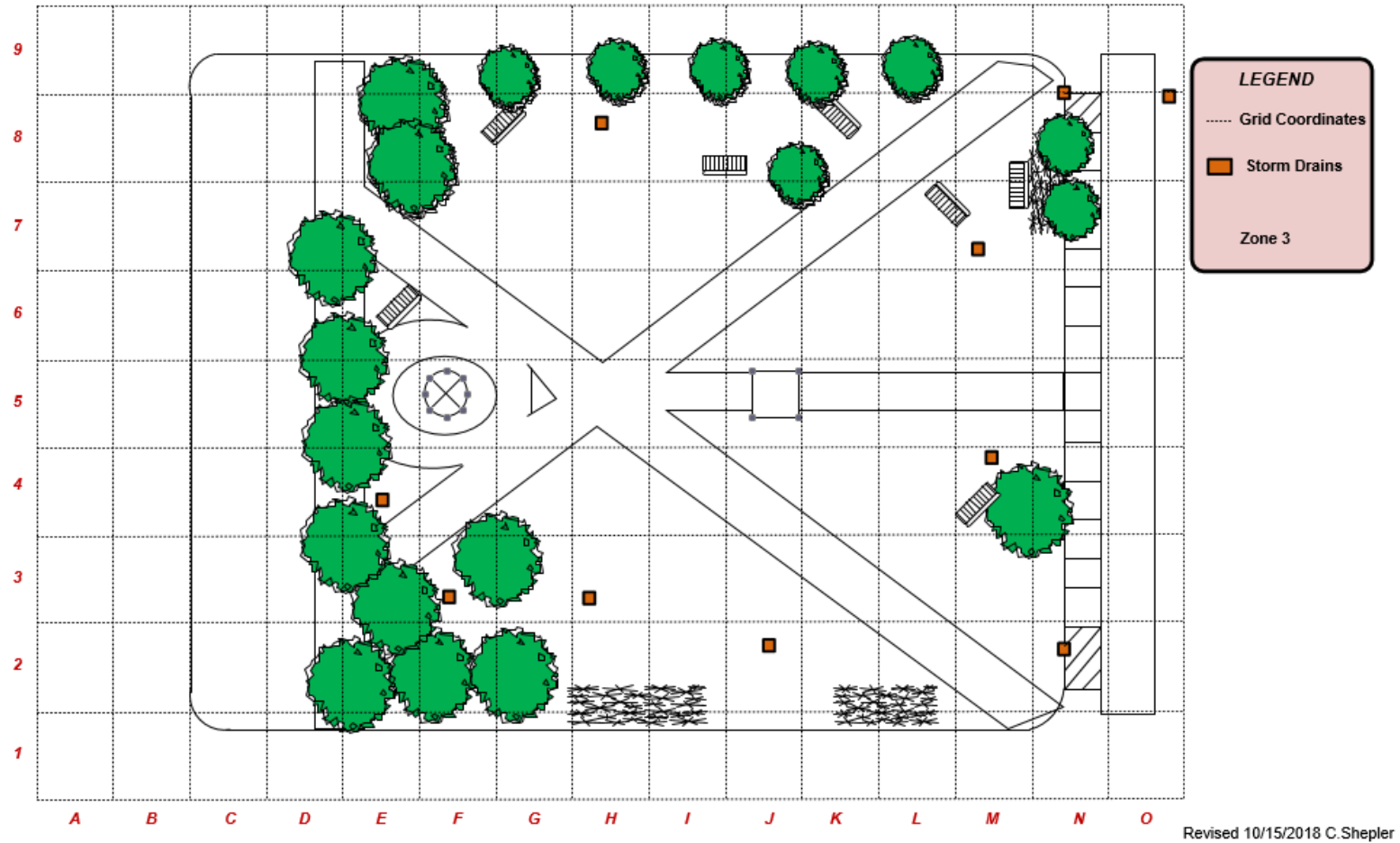
Campus Black Ice Preparation Map



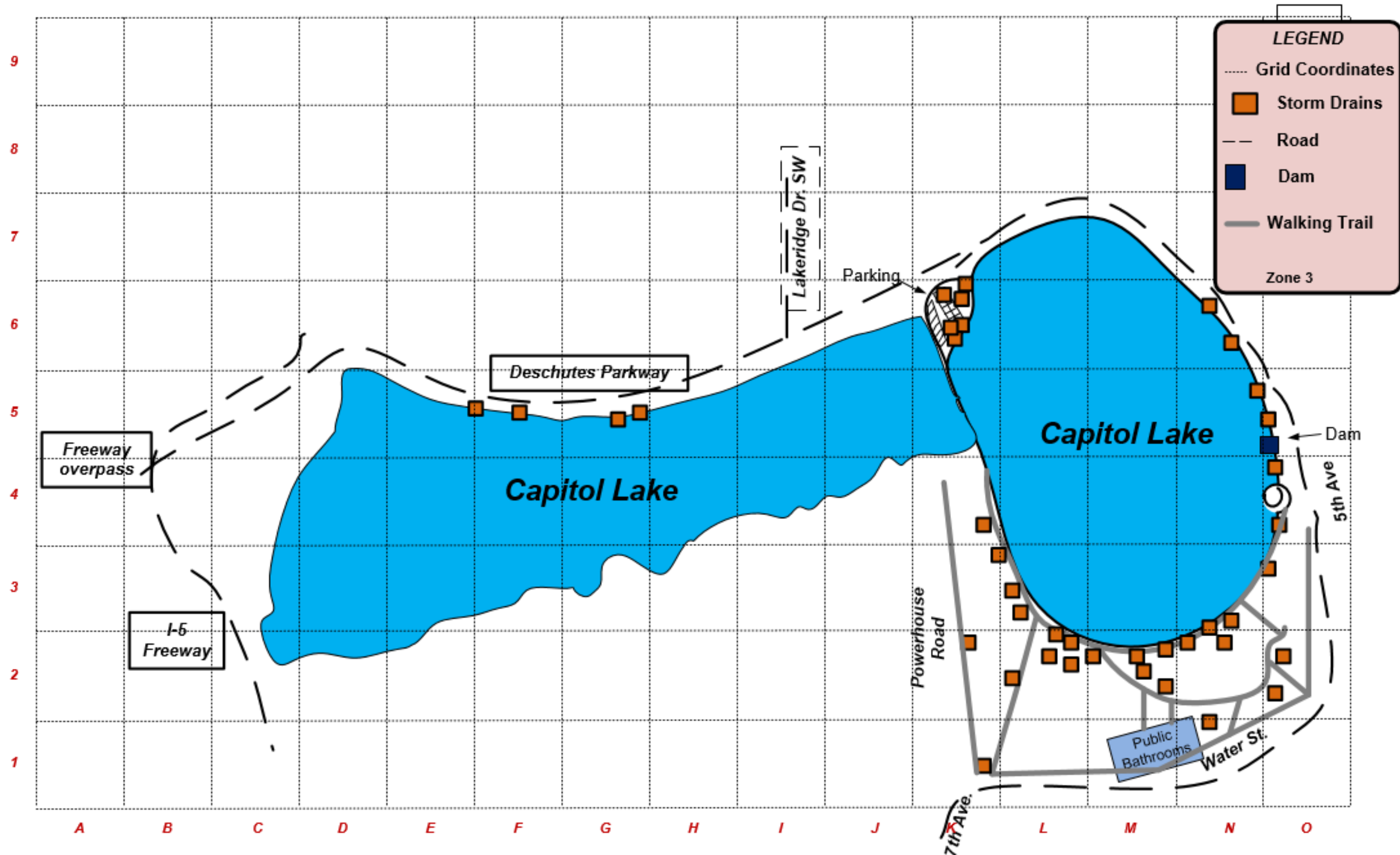
Campus Storm Drain Location Map

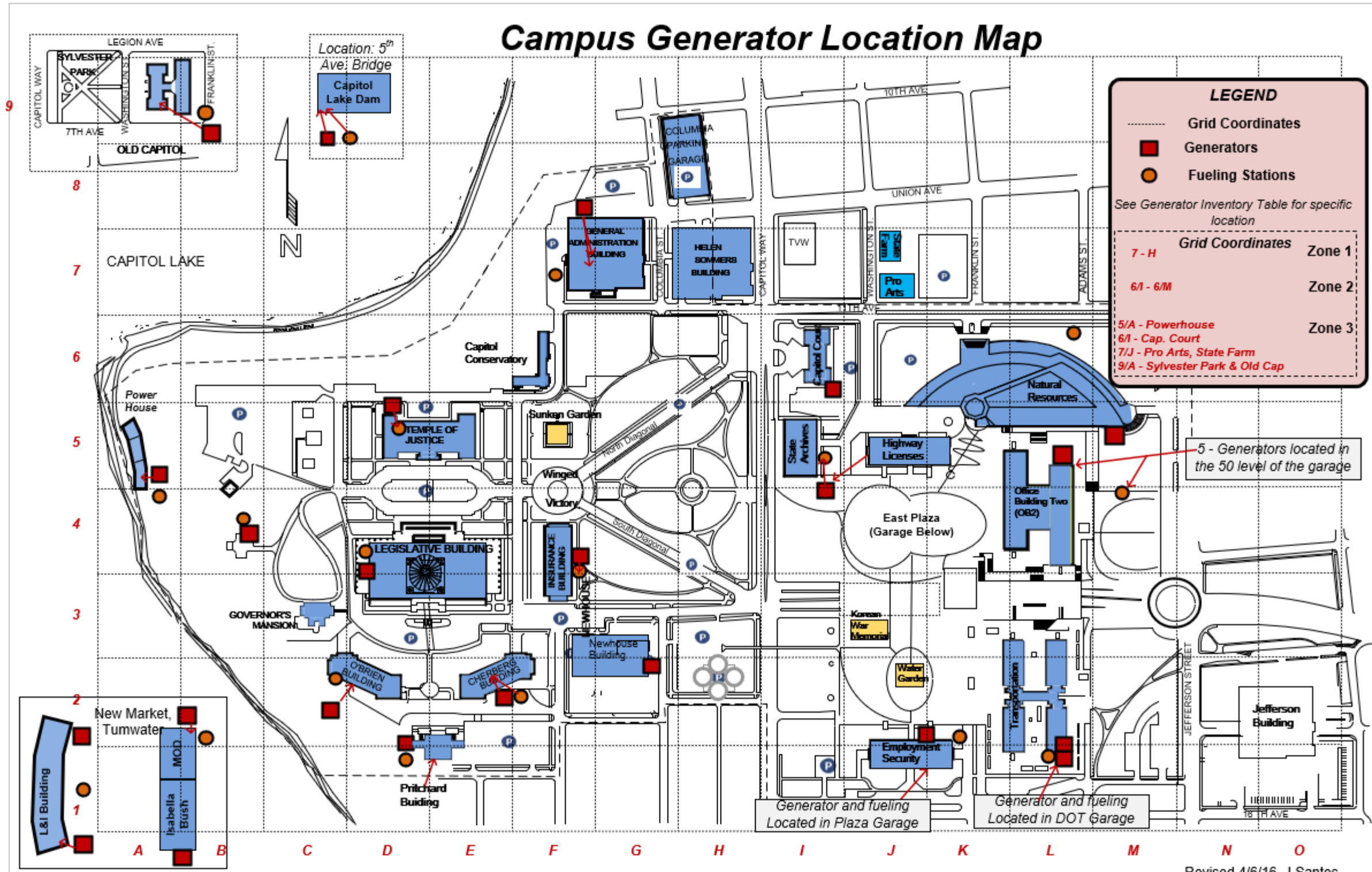


Sylvester Park Storm Drain Location Map

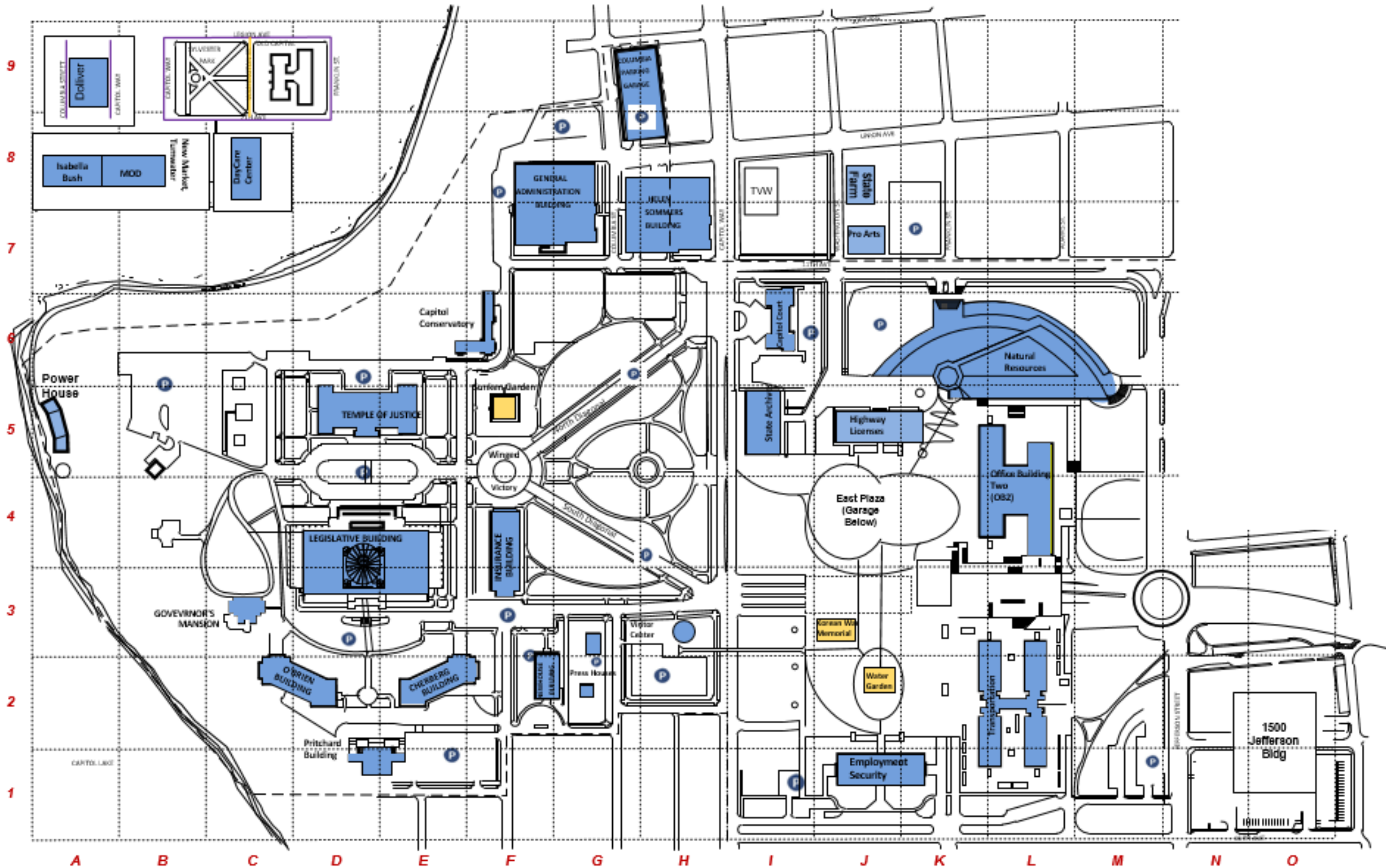


Deschutes Parkway Storm Drain Location Map





Capitol Campus Coordination & Response Map



Attachment B

Snow & Ice Emergency Collaboration Contact List			
Name	Title	Office/Cell	Email
Department of Enterprise Services			<i>Updated: 1/5/24</i>
DES B&G WMC	Work Management Center	360.725.0000	BGMail@des.wa.gov
George Carter III	Assistant Director	360.701.0395	George.Carteriii@des.wa.gov
Tamara Hayes	Deputy Assistant Director	360.763.2956	Tamara.Hayes@des.wa.gov
Chris Simpson	Maintenance & Repair (M&R) Superintendent	360.701.8865	Chris.Simpson@des.wa.gov
Josh Edwards	Assistant M&R Superintendent	564.250.5860	Robert.Edwards@des.wa.gov
Cory Noffsinger	Support Services Manager	360.586.0370 360.485.2515	Cory.Noffsinger@des.wa.gov
Jo Aiken	Interim Assistant Director, Capitol Security and Visitor Services	360.210.2509	Jo.Aiken@des.wa.gov
Philip Demontigny	Agency Risk & Emergency Manager	360.902.3547 564.669.1774	Philip.Demontigny@des.wa.gov
Chris Brownell	Grounds Manager	360.402.9590	Chris.Brownell@des.wa.gov
Leonard Smith	Powerhouse Supervisor	360-870.2974 360.725.0039	Leonard.Smith@des.wa.gov
Robyn Herring	Safety/Risk Manager	360-870-6411	Robyn.Herring@des.wa.gov
Matthew Domenech	Surplus Program Manager	360.764.0387	Matthew.Domenech@des.wa.gov
Shantel Wight	Contracts & Procurement, Procurement Strategist	360.280.0947	Shantel.Wight@des.wa.gov
Terry Cooper	Contracts & Procurement	360.407.7950	Terry.Cooper@des.wa.gov
Brooke Sutherland	Chief Communications Manager	360.489.5500	Brooke.Sutherland@des.wa.gov
Kara Klotz	Manager, Strategic Communications & Media Relations	360.742.4342	Kara.Klotz@des.wa.gov
Adam Holdorf	Communications Consultant	360.870.4217	Adam.Holdorf@des.wa.gov
Legislative Support Services			
Craig McKissick	Facilities & Supply Manager	360.786.7043	Craig.McKissick@leg.wa.gov
Patty Boyer	Facilities Specialist	360.786.7551	Patty.Boyer@leg.wa.gov
Department of Transportation – Maintenance Tacoma			
Mike Gauger	Superintendent	360.357.2606	GaugerM@wsdot.wa.gov
Tim Marganelli	Asst. Superintendent	253.983.7550	MarganT@wsdot.wa.gov
Stan Zal	Asst. Superintendent	253.983.7550	ZalSt@wsdot.wa.gov
City of Tumwater			
Brandon Hicks	Public Works Director	360.754.4140	bhicks@ci.tumwater.wa.us
Marc LaVack	Operations Supervisor	360.754.4150	mlavack@ci.tumwater.wa.us
Mary Heather Ames	Operations Manager	360.756.4140	MHAmes@ci.tumwater.wa.us
Eldon Newell	Streets Field Crew Lead	360.754.4150	enewell@ci.tumwater.wa.us
Brian Frankowski		360.972.0187	BFrankowski@ci.tumwater.wa.us
Jason McIntyre		360.339.2759	
Intercity Transit			
Dena Withrow	Director of Operations	360.357.1569 / 564.233.9453	dwithrow@intercitytransit.com
Jonathon Yee	Director of Fleet & Facilities Maintenance	360.705-5884 / 564.233.9291	jyee@intercitytransit.com
Stephen Swan	Senior Planner	360.705.5834 / 385.229.9129	sswan@intercitytransit.com
Operations Dispatch		360.705-5890	
Nick Demerice	Chief Marketing, Communications & Outreach Officer	360.236.5058	ndemerice@intercitytransit.com
City of Olympia			
Main FD Line	Olympia Fire Department Emergency Management	360.753.8348	
Marc Goodman	Public Works	360.628.6485	mgoodman@ci.olympia.wa.us

Sarah Greene	Street Operations Supervisor	360.753.8240 360.507.1920	sgreene@ci.olympia.wa.us
Jesse Barham	Public Works	360.701.1993	Jbarham@ci.olympia.wa.us
Carrie McCausland	Communications		cmccausland@ci.olympia.wa.us
Kelli Braseth	Communications		kbraseth@ci.olympia.wa.us
Todd Stark		360.742.2364	TStark@ci.olympia.wa.us
Kevin McGee		360.507.5932	KMcGee@ci.olympia.wa.us
Tracy Reddick	Streets Lead	360.753.8369 360.507.7780	treddick@ci.olympia.wa.us
Public Works Dispatch	24-hour Number	360.753.8333	
Port of Olympia			
Dan Musser	Maintenance Foreman	360.239.7106	danm@portolympia.com
Damien Egan	Marina Facilities Maintenance Supervisor	360.789.7083	damienE@portolympia.com
Iyan Guerrero	Airport Facilities Maintenance Supervisor	901.244.0344	IyanG@portolympia.com
City of Lacey			
Tim Reisher	Transportation Supervisor	360.438.2674	treisher@ci.lacey.wa.us
Shawn Cunha	Roads Senior Technician	360.412.2896	scunha@ci.lacey.wa.us
Ty Keltner	Communications		
Washington State Patrol			
Josh Valek		360.764.3250	Joshua.valek@wsp.wa.gov
Scott Davis	Lieutenant	360.596.3991	Scott.Davis@wap.wa.gov
John Matagi	Special Operations Division	360.749.0944	John.Matagi@wsp.wa.gov
Thurston County			
Meghan Porter	Public Information Officer		meghan.porter@co.thurston.wa.us
Anna Rhoads	Public Information Officer		anna.rhoads@co.thurston.wa.us

Attachment C

Tips for Manual Snow Shoveling

Snow removal requires bending and heavy lifting that can put you at serious risk for injury. Snow removal can be especially dangerous if you do not exercise regularly.

According to the American Academy of Orthopedic Surgeons: The most common injuries associated with snow removal include sprains and strains, particularly in the back and shoulders, as well as lacerations and finger amputations.

Please use the following tips for your safety:

Warm-up your muscles

- Cold, tight muscles are more prone to injury than warmed up, flexible muscles. Do your back a favor by warming up for five to ten minutes before shoveling or any strenuous activity. Get your blood moving with a brisk walk, marching in place, or another full-body activity. Then, stretch your low back and hamstrings (*the large muscles in the back of the thigh*) with some gentle stretching exercises. Limber up your arms and shoulders with a body hug.

Pace yourself

- Shoveling small amounts of snow frequently is less strenuous than shoveling a large pile at once. If possible, removing snow over a period of days will lessen the strain on the back and arms. In deep snow, remove a few inches off the top at a time, rather than attempting to shovel the full depth at once. When shoveling, take a break for a minute or two every 10-15 minutes or if you feel overworked at any point. Use this opportunity to stretch your arms, shoulders, and back to keep them warm and flexible.

Proper equipment

- Use a shovel that is comfortable for your height and strength. Do not use a shovel that is too heavy or too long for you. Space your hands on the tool grip to increase your leverage.

Proper lifting

- Try to push the snow instead of lifting it. If you must lift, do it properly. Squat with your legs apart, knees bent, and back straight. Lift with your legs. Do not bend at the waist. Scoop small amounts of snow into the shovel and walk to where you want to dump it. Holding a shovelful of snow with your arms outstretched puts too much weight on your spine. Never remove deep snow all at once, instead do the required work in pieces.

Safe Ergonomic Lifting Technique

- Always face towards the object you intend to lift (*i.e. have your shoulders and hips both squarely facing it*).
- Bend at the hips, not the low back, and push the chest out, pointing forward. Then, bend your knees and lift with your leg muscles, keeping your back straight.

-
- Keep your loads light and do not lift an object that is too heavy for you.
 - If you must lift a shovel full, grip the shovel with one hand as close to the blade as comfortably possible and the other hand on the handle (handle and arm length will vary the technique).
 - Avoid twisting the back to move your object to its new location – always pivot your whole body to face the new direction.
 - Keep the heaviest part of the object close to your body at your center of gravity - do not extend your arms to throw the snow.
 - Walk to the new location to deposit the item rather than reaching or tossing.
 - When gripping the shovel, keep your hands about 12 inches apart to provide greater stability and minimize the chances of injuring your low back.

Keep Your Feet on the Ground

- Slippery conditions while shoveling can lead to slipping and/or falls and strains that can injure your back. Shoes or boots with good treads will help to minimize injuries from slipping. Spreading sand, rock salt, or kitty litter on your sidewalk or driveway will increase traction and reduce the likelihood of slipping on the ice.

Tips and Actions While Shoveling

- Start shoveling early with just 2 – 3 inches of snow; do not wait until its deep, wet, and heavy. Stay ahead of it.
- Shovel straight ahead and push, try not to lift the snow shovel with snow in it.
- Pace yourself, for every 10 – 15 minutes take a minute or two breather. For every hour or hour and a half, take a 10 – 15-minute break somewhere warm.

Attachment D

DES Inclement Weather Decision & Communications Protocols

Roles & Responsibility

The B&G Assistant Director:

- Recommends Inclement Weather, Late Start or Suspended Operations for leave purposes to the DES Deputy and Director.
- Confirms the decision with the Deputy Director and/or Director before 5:15 a.m. (if not during the inclement weather Teams meeting) on the day of the operational status change.
- Works with the Communications Division to communicate about operational status changes.

Decision Process

When Inclement Weather has the potential to impact Capitol Campus operations:

- The DES Agency Risk & Emergency Manager will contact the B&G Assistant Director to determine if a 7 p.m. or 4:45 a.m. (or both) conference Microsoft Teams meeting is needed to make operational decisions (such as late start or suspended operations).
- If a Teams meeting is needed, participants will receive a Teams meeting invitation from the B&G Assistant Director no later than 4 p.m. on the day of a scheduled evening Teams meeting.
- The invitation may also include instructions for the next-day 4:45 a.m. Teams meeting. Routine Teams meetings should last no more than 15 minutes.

DES Teams Virtual Meeting Lead: DES Agency Risk & Safety Manager

Expectations for the DES Teams Meeting:

All attendees will be prepared to brief attendees on the condition of grounds and facilities owned by DES so that relevant decisions can be made. All attendees are expected to share any information regarding Thurston County roadways, school closures or other relevant information.

Teams Meeting Agenda

- Current and projected weather forecasts
- Current conditions on the Capitol Campus
- Current conditions at DES off-campus facilities
- Latest information on Thurston County roadways and projections
- School Closure Information (if available)
- Projected resource needs (staffing and equipment)
- Communication (employees, public and tenants)
- Whether to schedule the next meeting: If so, When?
 - [7 p.m. that evening?](#) (suggested)
 - [At 4:45 a.m. the next morning?](#) (suggested)

Based on the decisions made during the Teams meeting, by 6 a.m. Communications will:

What	Primary	Backup 1	Backup 2	When	How	Notes
Join the incident management call (7 p.m. or 4:45 a.m.)	Adam	Jon	Kara	See plan		Have two Comms team members on call
Draft incident-specific key messages	Adam	Jon	Kara	Immediately after meeting.		Best to have two eyes on messages before they go public.
Update the staff hotline	Adam	Jon	n/a	By 6 a.m.	Teams interface	
Update Staff Resources page	Jon	Anthony, Laura, or Niquette	Anthony, Laura, or Niquette	By 6 a.m.		Jenn eastside alternate.
Send GovDelivery bulletins	Adam	Jon	Kara	By 6 a.m.		See Topic lists and template below
Forward bulletin to agency contacts	B&G – property managers	-	-	-	-	Property managers (PDF) are listed here .
Update Capitol.wa.gov banner	Jon	Laura, Anthony, Niquette	Laura, Anthony, Niquette	By 6 a.m.		Insert GovDelivery public bulletin link to banner.
Post to social media?	Adam? Under development.	Annissa?	Annissa?	By 6 a.m.	Loomly	Generic boilerplate: “Weather alert: please visit Capitol.wa.gov for updates”

Teams Meeting Participants:

For significant weather events

- DES Interim Director: Matt Jones, matt.jones@des.wa.gov, 360.489.2105
- DES Deputy Director, Interim:
- B&G Assistant Director: George Carter III george.carteriii@des.wa.gov , 360-664-9213
- B&G Deputy Assistant Director: Tamara Hayes tamara.hayes@des.wa.gov , 360-725-0012
- B&G Maintenance & Repair Superintendent: Chris Simpson, chris.simpson@des.wa.gov, 360-725-0066
- B&G Assist. M&R Superintendent, Josh Edwards, 564-250-5860, robert.edwards@des.wa.gov
- B&G Facility Support Manager: Cory Noffsinger, cory.noffsinger@des.wa.gov , 360-485-2515
- B&G Facility Support Evening Supervisor: (7:00 p.m. call only): LeaAnn Hunt-Jellison, leaann.hunt-jellison@des.wa.gov , 360-725-0015
- B&G Shop Scheduling: Clayton Musgrove, clayton.musgrove@des.wa.gov, 360.742.9717 & Trevin Hamann, Trevin.hamann@des.wa.gov , 360-280-8909
- B&G Grounds Manager: Chris Brownell chris.brownell@des.wa.gov , 360-239-2842
- B&G West Campus Grounds Lead, Dan Kirschner, dan.kirschner@des.wa.gov, 360.239.5194

- B&G East Campus Grounds Lead, Nathan Bren, nathan.bren@des.wa.gov, 360-349-2341
- B&G Parks Lead, Kailee Moulton, kailee.moulton@des.wa.gov, 360-586-6172
- B&G Parking Services: Bill Talley, bill.talley@des.wa.gov, 360-480-9827
- B&G Procurement & Supply Manager: Bob Hall, robert.hall@des.wa.gov, 360-789-5793
- DES Communications Consultants: Brooke Sutherland, brooke.sutherland@des.wa.gov, 360-489-5500
 - Alternate 1: Kara Klotz, kara.klotz@des.wa.gov, 360-742-4342
 - Alternate 2: Adam Holdorf, adam.holdorf@des.wa.gov, 360-870-4217
- DES Enterprise Technology Solutions: (ETS): Erica Freymond, erica.freymond@des.wa.gov, 360-870-8324
- Agency Risk & Emergency Manager: Philip Demontigny, Philip.demontigny@des.wa.gov, 360-902-3547
- Physical Security Manager, Interim: Jo Aiken, jo.aiken@des.wa.gov
- Safety/Risk Manager: Robyn Herring, robyn.herring@des.wa.gov, 360-407-8425
- Human Resources: Caitlin Holman, caitlin.holman@des.wa.gov, 360-407-9208
- Business Resources Assistant Director: MariJane Kirk, marijane.kirk@des.wa.gov, 360-561-3720
- Surplus Program Manager: Matthew Domenech, matthew.domenech@des.wa.gov, 360.764.0387
- Print & Mail Manager: Damien Bernard, damien.bernard@des.wa.gov, 971-212-1400
- Fleet Services Manager: Courtney Kleck, courtney.kleck@des.wa.gov, 360-480-2438

New Snow Mitigation Teams Site:

<https://teams.microsoft.com/l/channel/19%3a78cbfc1a5bf34ee0b98e7032257af957%40thread.tacv2/Snow%2520and%2520Ice%2520Mitigation?groupId=739744b6-bf41-47ba-9f73-3bdbb90a1a15&tenantId=11d0e217-264e-400a-8ba0-57dcc127d72d>

Old Snow Mitigation Trello Link:

<https://trello.com/invite/b/8Lt2r46Q/c3eb32b36f565265e42a9bda9a46474b/snow-mitigation>

Communications Protocol Overview

Based on the decisions made during the Teams meeting, by 6 a.m. Communications will:

- Update the main DES Staff Hotline (1-833-313-2403)
 - Protocol for sub-lines will be followed per DES Emergency Hotline Update instructions
- Send a Capitol Campus Conditions Update to deputy directors
- Send a Capitol Campus Conditions Update to facility coordinators
- Send a Capitol Campus Conditions Update to 1500 Jefferson Crisis Communications Team (CC)
- Update the “staff only” page on the DES website
- Send an all-staff message to DES employees
- Update the website banner for the DES website

Based on the decisions made during the Teams meeting, the B&G Rep will:

Coordinate with custodial teams and other B&G

1. The B&G Assistant Director will make the determination to designate inclement weather for leave purposes for DES at conclusion of the Teams meeting and then inform the Deputy Director of the decision by 5:15 AM (and by 8:30 PM for graveyard/swing shifts if applicable). The severe weather or natural disaster leave determination form will be used in this decision process. (See Reference A).
2. Based on the decisions made during the Teams meeting, the Communications Representative will update the DES Inclement Weather and Emergency Notification Staff Hotline (1-833-313-2403) by 5:30 AM, the “staff only” page on the DES website by 6:00 AM, and if necessary, send a Capitol Campus Alert using the GovDelivery system by 6:30 AM. The Business Resources Representative will update the DES Staff Hotline as needed to address swing and graveyard shifts immediately following the 8:00 PM call.

Severe Weather or Natural Disaster Leave Determination Form

Objective: Employee Safety

Inclement weather includes severe conditions that constitute a hazardous weather event, where local weather conditions prevent or significantly affect employees from traveling to or departing from the workplace. These conditions include heavy snow and ice that make roadways and walkways treacherous or impassable as well as dangerous wind, rain, and other conditions related to extreme weather events. Only the agency director or designee has the authority to designate conditions as inclement weather.

- With the Director approval, up to one hour will be allowed at the beginning of the employee's work shift if the employee is late coming to work due to inclement weather without charging to an employee's leave. However, the employee will still be required to fill out a leave slip for the time even though it will not be charged to their leave balances.
- When the Director suspends operations at an employee's work site due to inclement weather or natural disaster, employees may be released with pay.
- Source: DES Leave Policy DES Administrative Policy No. [HR.01.08](#) – Leave Policy - (Ctrl+Click to follow link)

Factors to Consider

1. [Current Weather Forecast](#) - (Ctrl+Click to follow link)
 - a. Snow
 - b. Ice
 - c. Wind
 - d. Flood
2. [Current Road Status](#) - (Ctrl+Click to follow link)
 - a. Snow
 - b. Ice
 - c. Closures
 - d. Recommendations
3. [School Closure or Delays](#) - (Ctrl+Click to follow link)
 - a. North Thurston School District
 - b. Olympia School District
 - c. Tumwater School District
4. [Power Outages](#) - (Ctrl+Click to follow link)
5. Capitol Campus Condition Status
 - a. West Campus
 - b. East Campus
 - c. Garages
6. Tumwater Properties-Condition Status
7. Persons Authorized to Declare Inclement Weather
 - a. Tara Smith – Director
 - b. Matt Jones – Interim Chief Operations Officer

8. George Carter III – Assistant Director, Buildings & Grounds

Communication Templates

Text Message Block Content:

[[SUBJECT]]. For the most current operational status of DES and Capitol Campus conditions update, visit <https://des.wa.gov/about/staff-resources> ..

Advisory to deputy directors, facility coordinators and 1500 crisis communication team (and emergency managers):

Capitol Campus Conditions Update

As of 5 a.m., the Department of Enterprise Services (DES) reports the following:

Capitol Campus Conditions

- **The Capitol Campus is open.**
- **Campus exterior conditions:** Steps, pathways, entrances, roads and parking lots are (accessible or OTHER -fill in as appropriate after the call) **X to X inches of snow, depending on location**, is being removed (Watch for slippery spots).
- **Campus building conditions:** All buildings are (operational or OTHER-fill in as appropriate after the call).
- If you spot an issue or area of concern, please immediately call the Work Management Center at **360-725-0000**. DES staff will work to mitigate building and campus concerns as they are identified.

DES operational decision

Operations at DES will continue as normal today. No inclement weather leave is being granted.

Disclaimer

DES is sharing this information as a courtesy only. Per [WAC 357-31-255](#), each state agency must make its own operational decisions based on that agency's established inclement weather policy.

##

Advisory to DES employees – Inclement weather

DES operational status: inclement weather leave

Due to weather conditions, DES employees who work at affected locations and are not teleworking may use up to one hour of inclement weather leave for [month, day] if needed to arrive at work safely. This operational status applies to all DES locations. If teleworking is an option for you, please consider using this option.

DES employees will need to follow the appropriate steps for taking leave if you are not teleworking or coming into your work location.

B&G employees are considered [essential workers](#) and certain criteria apply to those with that designation.

For more information, please see the Leave Guidance for Inclement Weather, Late Start, and Suspended Operations: [insideDES](#).

OR

Due to weather conditions, DES employees who are not teleworking at affected locations may use up to one hour of inclement weather leave for [month, day] if needed to arrive at work safely. Affected locations are ((Printing & Imaging, Fleet Services, Surplus Operations, Consolidated Mail, Capitol Security & Visitor Services, Buildings & Grounds and the 1500 Jefferson Building)). If teleworking is an option for you, please consider using this option.

DES employees will need to follow the appropriate steps for taking leave if you are not teleworking or coming into your work location.

For more information, please see the [Staff Resources | Department of Enterprise Services \(DES\) \(wa.gov\)](#)

Reminder: There are three ways you can receive DES inclement weather alerts. We will be posting updates by 6 a.m. on each weekday morning during the snow event:

INCLEMENT & EMERGENCY HOTLINE

1. 360-664-6284 The option of pressing 1 or 2 was not allowed on this number or the number DES.WA.GOV staff resources page, 833-313-2403. Does B&G want to/desire to have the functionality of the phone lines as listed in the emergency plan?
 - B&G Day staff choose option 1
 - B&G Evening custodial staff choose option 2

-
2. Sign up to receive text updates.
 3. Go to <http://DES.wa.gov/about/staff-resources> from any device
 4. Check your DES work email for all-staff alerts
 5. DES staff resources: <https://stateofwa.sharepoint.com/sites/DES-hrtoolkitemployee/SitePages/InclementWeather.aspx>

 6. [Go Here](#) to sign up to receive email and/or text alerts

DES Staff Advisories for Capitol Campus Conditions

- **Campus exterior conditions:** Steps, pathways, entrances, roads and parking lots are (accessible or OTHER -fill in as appropriate after the call) (X to X inches, depending on location, is being removed.. Watch for slippery spots.
- **Campus building conditions:** All buildings are (operational or OTHER-fill in as appropriate after the call).
- **School districts:** Olympia, North Thurston, Tumwater, (and OTHER) School Districts are currently (showing a two-hour late start or OTHER – fill in after the call).

DES operational status: normal

Operations at DES will continue as normal today. No inclement weather leave is being granted.

- **Campus exterior conditions:** Steps, pathways, entrances, roads and parking lots are (accessible or OTHER -fill in as appropriate after the call) (X to X inches, of snow is being removed. Watch for slippery spots.
- **Campus building conditions:** All buildings are (operational or OTHER-fill in as appropriate after the call).
- **School districts:** Olympia, North Thurston, Tumwater, (and OTHER) School Districts are currently (showing a two-hour late start or OTHER – fill in after the call).

DES operational status: closed

Alert: All (or XX) DES locations closed <DAY, DATE> except for essential personnel

Due to severe inclement weather conditions, all DES operations are closed on DATE, except for essential personnel. This operational status applies to all DES locations (or list specific if not all).

Check your position description form (job description) or with your supervisor to determine if your position is deemed essential.

DES employees will receive pay during the closure.

For more information, please see the [Leave Guidance for Inclement Weather, Late Start, and Suspended Operations FAQ on insideDES.](#)

Reminder: There are three ways you can receive DES inclement weather alerts. We will be posting updates each weekday morning during the snow event:

1. Employee Hotline: [833-313-2403](tel:833-313-2403)

-
2. DES Website: <https://des.wa.gov/about/staff-resources>
 3. Also watch your email for all-staff alerts.

Scripts for the main DES phone line:

Standard:

Hello – You have reached the Enterprise Services staff emergency information hotline. For the week of X. There are no emergency messages for any of our locations or building access restrictions at the moment.

Snowy/winter weather-no designations:

Hello - You have reached the Enterprise Services staff emergency information hotline. Today is DATE.

An inclement weather designation is NOT in effect for any agency locations. Your safety is our first priority. If you have concerns about reaching work safely, please contact your supervisor to discuss leave or other options.

Inclement weather declared:

Hello - You have reached the Enterprise Services staff emergency information hotline. Today is DATE.

A(n) X hour inclement weather designation is in effect for DES.

This information line will be updated as new information becomes available.

Closure:

Hello - You have reached the Enterprise Services staff emergency information hotline. Today is DATE.

The Department of Enterprise Services has closed due to inclement weather.

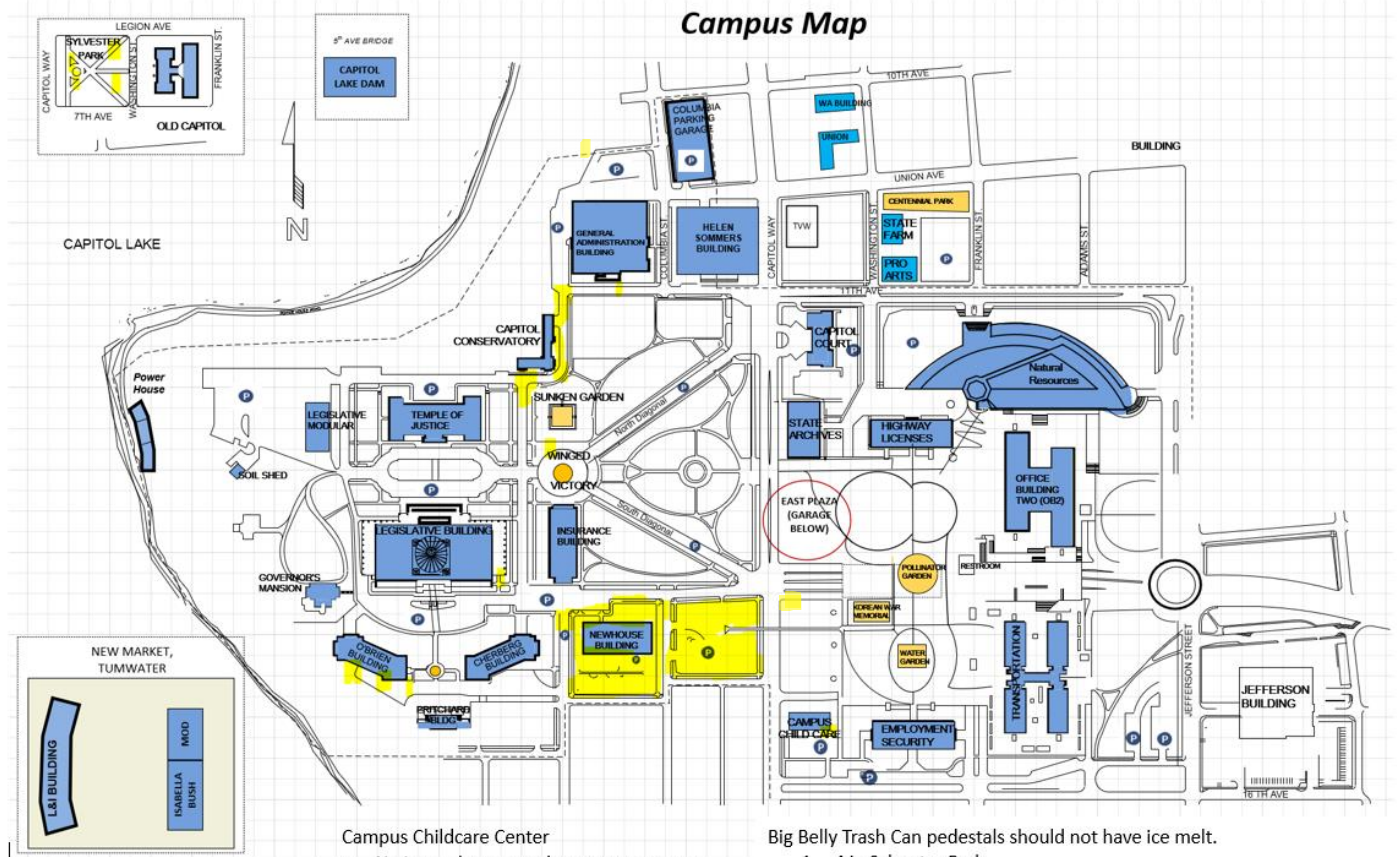
This information line will be updated as new information becomes available.

Attachment E

New Concrete Map

2024 New Concrete Map

New concrete highlighted in yellow should not have ice melt applied – shovel only



Campus Childcare Center

- No ice melt on new dumpster concrete pedestal.

Big Belly Trash Can pedestals should not have ice melt.

- 4 in Sylvester Park
- 1 at the Interpretive Center
- South of the Sunken Garden, and
- Outside the east ADA door to the Legislative Building

Attachment F

Timesheet – Shift Differential (Shift Diff) Resources

Staff whose regular schedules include CTR/flex days will work their regular length days during 24/7 shifts. For example, a person that normally works 9 hour days will work a 9 hour shift during snow/ice events. In the 2023-24 CBA Basic shift premium pay was increased to 2.50 per hour.

Collective Bargaining Agreement Section 42.19

Shift Premium

- A. For purposes of this Section, the following definitions apply:
1. “Evening shift” is a work shift of eight (8) or more hours which ends at or after 10:00 p.m.
 2. “Night shift” is a work shift of eight (8) or more hours which begins by 3:00 a.m.
- B. A basic shift premium of two dollars and fifty cents (\$2.50) per hour will be paid to full-time employees under the following circumstances:
1. Regularly scheduled evening and night shift employees are entitled to shift premium for all hours worked.
 2. Regularly scheduled day shift employees are entitled to shift premium when the employee’s regular or temporary scheduled work includes hours after 6:00 p.m. and before 6:00 a.m. where no overtime, schedule change pay, or callback compensation is received. Shift premium for day shift employees is paid only for hours worked after 6:00 p.m. and before 6:00 a.m.
 3. Employees regularly scheduled to work at least one (1), but not all, evening and/or night shifts are entitled to shift premium for those shifts. Additionally, these employees are entitled to shift premium for all hours adjoining that evening or night shift which are worked.
- C. Part-time and on-call employees will be entitled to basic shift premium under the following circumstances:
1. For all assigned hours of work after 6:00 p.m. and before 6:00 a.m.
 2. For assigned full evening or night shifts, as defined above in Subsection 42.19 A.
- D. In cases where shift premium hours are regularly scheduled over a year, agencies may pay shift premium at a monthly rate that is equal for all months of the year. Monthly rates will be calculated by dividing twelve (12) into the amount of shift premium an employee would earn in a year if the hourly rules in Subsection 42.19 (B)(1) were applied.
- E. When an employee is compensated for working overtime during hours for which shift premium is authorized in this Section, the overtime rate will be calculated using the “regular rate.” WFSE GG 2023-2025 135

F. Employees eligible for shift premium for their regularly scheduled shifts will receive the same proportion of shift premium for respective periods of authorized paid leave and for holidays not worked which fall within their regularly scheduled shift.

G. Employees that voluntarily request, and are approved, to work a flexible schedule that includes hours worked between 6:00 p.m and 6:00 a.m will not be eligible for the payment of shift premiums contained in this Section 42.19 A.

Follow the shift differential decision tree below for assistance in recording shift differential hours in Mainsaver or on timesheets.

- Employees should enter the hours of shift diff and select SD as the hour type.
- They don't need to add a work order number or activity code:

Report Date:	11/23/2023	Thursday	Today's Date: 11/27/2023					
Employee ID:	DAVISONI	Credit Cost Cer:	B&G		Shift:			
Name:	DAVISON, IVY	Credit Account:	F6711		Supervisor: CURLEE-STRAUSS,			
<u>Hours</u>	<u>Hours</u>	<u>Work Order</u>	<u>Activity</u>	<u>Asset</u>	<u>Craft</u>	<u>Charge</u>	<u>Charge</u>	<u>P</u>
	<u>Type</u>	<u>Number</u>	<u>Code</u>	<u>Number</u>		<u>Cost Center</u>	<u>Account:</u>	
→	8.00	SD			80			

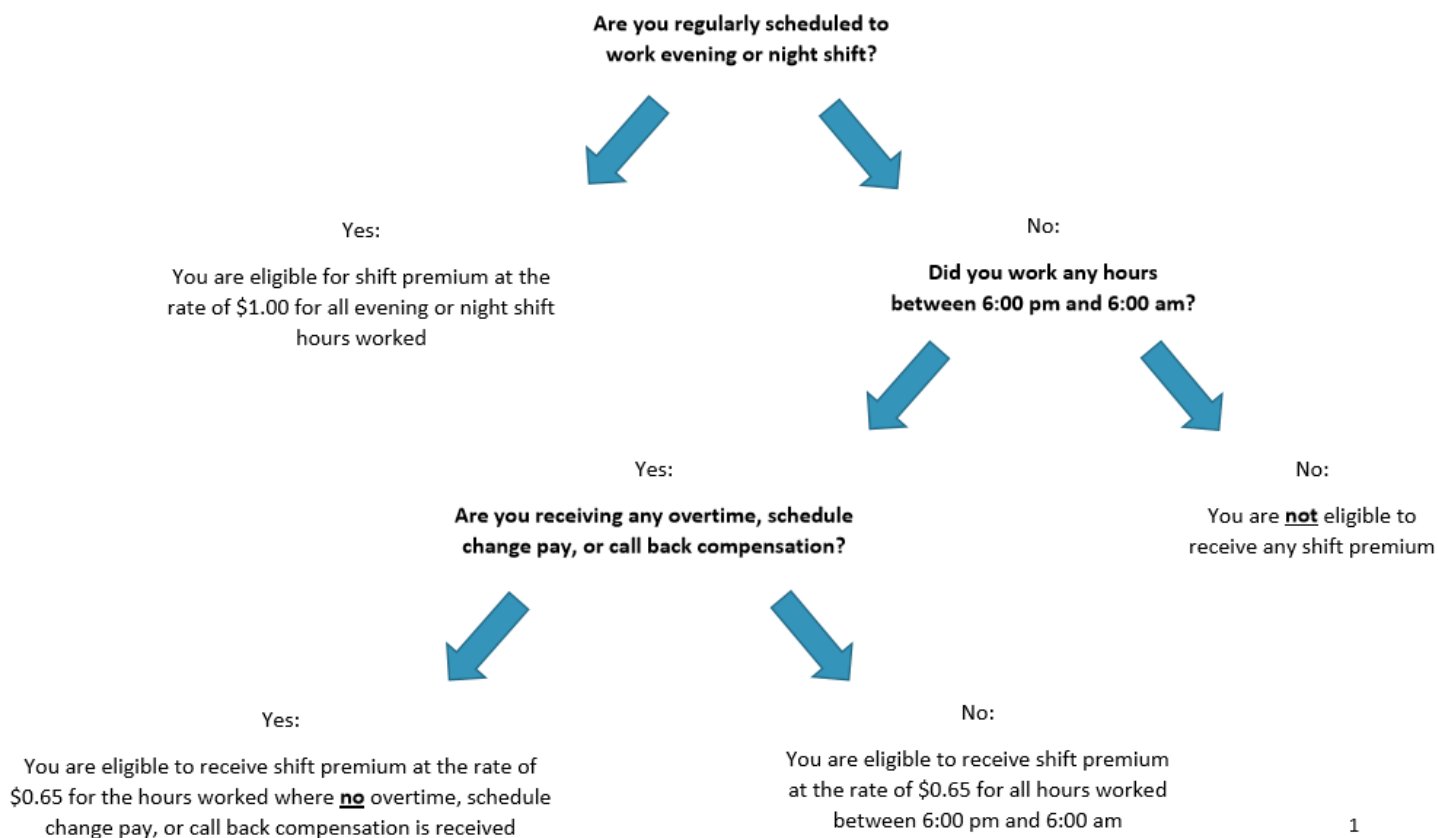
Regularly scheduled for evening or night shift.

To help determine if mates are eligible for premium shift pay follow the decision trees below:

Day shift and temporarily assigned to full evening or night shift



Shift Diff Premium Decision Tree for WFSE





Are you regularly scheduled to work day shift and temporarily assigned to work a full evening or night shift?

Yes:

You are eligible for shift premium at the rate of \$1.00 for all evening or night shift hours worked

No:

Did you work any hours between 6:00 pm and 6:00 am?

Yes:

Are you receiving any overtime, schedule change pay, or call back compensation?

No:

You are **not** eligible to receive any shift premium

Yes:

You are eligible to receive shift premium at the rate of \$0.65 for the hours worked where **no** overtime, schedule change pay, or call back compensation is received

No:

You are eligible to receive shift premium at the rate of \$0.65 for all hours worked between 6:00 pm and 6:00 am

Regularly scheduled to work at least one evening or night shift



Are you regularly scheduled to work at least one, but not all, evening and/or night shifts?



Yes:

No:

You are eligible for shift premium at the rate of \$1.00 for all evening or night shifts worked and all hours adjoining that evening or night shift

Did you work any hours between 6:00 pm and 6:00 am?



Yes:

No:

Are you receiving any overtime, schedule change pay, or call back compensation?

You are **not** eligible to receive any shift premium



Yes:

No:

You are eligible to receive shift premium at the rate of \$0.65 for the hours worked where **no** overtime, schedule change pay, or call back compensation is received

You are eligible to receive shift premium at the rate of \$0.65 for all hours worked between 6:00 pm and 6:00 am

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